

SUBJECT:		Employee Recognition-Celebration/Event				NO:	865-1018
POLICY:	X	PROCEDURE:		GUIDELINE:	X	PROTOCOL:	OTHER (SPECIFY):
Supersedes:						Effective Date:	1/1/03
Development Team/Authors(s):		Human Resources					
Committee Approval/Review:							
Administrative Approval:							
Audit Review:	Initials:	sc	sc				
	Date:	6/04	11/06				

POLICY:

It is the policy of _____ Public Hospital District and the Human Resources department to create an employee recognition event to be held on a quarterly basis for its employees, as a means of retention and recognition. Each department will be celebrated during the quarter in which their annual, national recognition day falls. For those areas that do not have an annually recognized day, department managers will be responsible for establishing a date for placement on the employee recognition calendar.

GUIDELINE:

The following are guidelines to coordinate this on-going event.

1. A yearly calendar is established and distributed to all departments noting scheduled celebration dates and who is responsible for bringing potluck items on those dates.
2. ___ and ___ will jointly underwrite the cost for a luncheon prepared by Food Services.
3. Flyers announcing the celebration dates should be distributed by HR one week prior to the event, to all department managers, as well as, posted in high traffic employee areas.
4. Human Resources will coordinate with Food Services to get the proper serving utensils. Examples of serving utensils needed are: cups, plates, napkins, table cloths, serving spoons, and a knife and cake server.
5. Human Resources will be responsible for providing and setting up decorations for the event, some examples of this would be: tablecloth for buffet table, center piece items for individual tables, and signs posted, announcing which departments are being celebrated.
6. Employee recognition gifts are to be furnished by the Human Resources department and distributed to the employees celebrating on the celebration date typically at noon.
7. Human Resources will be responsible for tracking and distributing employee recognition gifts.
8. Human Resources shall maintain an employee list of who has and has not received recognition gifts by having each employee sign for their gift.
9. Human Resources will be responsible for overseeing the luncheon over the course of the day and cleaning up once the event is over.