

## Administrative Policy/Procedure

**Subject: EMPLOYEE AWARDS**

**Policy # \_\_\_\_\_**

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**Policy:**

To Establish guidelines and procedures for the recognition of employees at \_\_\_\_\_.

**Scope:**

All employees of \_\_\_\_\_

**A: SERVICE AWARDS:**

Are presented annually to employees and mark 5, 10, 15, 20, 25 or 30 years of service to the organization. Awards are presented as part of a formal service recognition program that is coordinated by \_\_\_\_\_ Administration.

Eligibility for awards is calculated by the Office Manager and is based on years of service from the most recent date of employment.

Recipients are notified prior to the presentation and employees who are unable to attend the presentation may obtain their service award from the Office Manager following the event.

**B: THE \_\_\_\_\_ AWARD:**

Is an employee recognition program established for all \_\_\_\_\_ employees. Annually, any employee, physician, patient or visitor, may nominate employees who meet the following criteria:

- Professionalism      Conducts oneself in a professional manner appropriate for his/her position.
- Attitude              Reflects in a cheerful manner a good feeling about his/her work and the people with whom he/she is involved (staff, patients, visitors).
- Willingness            Displays a readiness to act gladly or in a spontaneous manner in his/her work and in relationships with whom he/she works.
- Loyalty                Displays an interest in, understanding of, and personal identification with team success.
- Appearance          Constitutes a pleasant, alert expression; adequate and tasteful grooming, and neat, appropriate attire.
- Attendance            Maintains harmonious relations with others by being sensitive to others' needs in the work environment.
- Productivity          Manages his/her time effectively and carries out job responsibilities efficiently.
- Technical Skills      Demonstrates mastery of those skills needed to do a good job.
- Self Improvement    Embraces opportunities for self-improvement through suggestions, educational experiences, or any available learning opportunity.

**Eligibility:**

\_\_\_\_\_ Award nominees must be current employees and have completed one year of employment with \_\_\_\_\_ to be eligible for the award.

**Award:**

The nominee who best meets the description outlines above will be selected by the \_\_\_\_\_ Award Selection Committee as the “\_\_\_\_\_ Award Recipient of the Year”. Strict confidentiality will be maintained during this process and the name of the nominee will be deleted during this selection process. The winner will be recognized with the following: (1) an award pin and award plaque, (2) a gift certificate for dinner for two, (3) placement of name on the \_\_\_\_\_ Award Master Plaque located in the Medical Center lobby.

**Implementation:**

- 1.** Nominations: A letter describing how the employee demonstrates the above criteria must be submitted to the Administrator by June 1st.
- 2.** Selection Committee Membership: Each unit; Administration, Nursing, and Physicians will designate one representative to serve together with the Administrator. A chairman of the committee may be selected by the group. Committee memberships will be for a period of two years.
- 3.** Secretarial Support: Administration

**C:** **SPECIAL TEAM PROJECTS AWARD:**

In the interest of providing cost effective, high-quality patient care \_\_\_\_\_ staff may be required to participate in special projects to be conducted by direction of the CEO/Administrator.

**Employee Responsibility**

Employees who participate on such teams should:

- (1) Understand the mission of the team and be aware of performance goals and fiscal targets identified as a baseline to be accomplished.
- (2) Identify areas which the team should address as a means to improve performance outcomes.
- (3) Share ideas with other team members and build upon ideas shared by others.
- (4) Propose efficiencies and develop action plans designed to achieve and Maintain ongoing productivity gains.
- (5) Submit action plans to management as needed to implement proposals.
- (6) Implement changes and evaluate their effectiveness.

**Payment Award Scale:**

The following payment award scale shall be developed and shall be based on the following:

- (1) Team awards are based on a percentage of the savings and/or revenue determined by the team and agency management at the onset of the process. The total team award shall not exceed the lessor of 10% of the estimated financial savings to be realized or \$50.00 per team member.
- (2) No cash awards shall be given for team projects that do not produce actual cost savings or generate revenue to the Medical Center.

**Award Authorization and Payment Procedures:**

Following approval of a Special Teamwork Project Award by the Board of Commissioners, the CEO Administrator shall authorize payment of awards in accordance with the following:

- (1) The total amount of savings and/or revenue;
- (2) The team award based upon the percentage or dollar maximum above.
- (3) The District shall arrange for payment of awards in a timely manner.

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**Approved by:** \_\_\_\_\_ **Title** \_\_\_\_\_ **Title**

**Implementation Date:** \_\_\_\_\_

**Reviewed/Revised:** \_\_\_\_\_

**Reviewed/Revised:** \_\_\_\_\_

**Reviewed/Revised:** \_\_\_\_\_