

Procedure No. 4-10-27
Replaces Procedure No. 4-10-27

Revised: 04-14-14
Issued: 09-27-99

SUBJECT: Team of the Quarter

PURPOSE: To establish a system that recognizes employees who best exemplify the mission, values and goals of the agency, to enhance team cohesiveness, staff morale and safety awareness and to carry out the mandate of the Office of Human Resources Policy No. 4.

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On a quarterly basis each Program Manager will select one home unit from their team that best exemplifies the mission, values and goals of the agency. Notice of recommendation should be submitted to the selection committee chairperson by no later than one week before the scheduled Team of the Quarter meeting. The selection committee will meet the third Tuesday of that month to hear oral presentations.

It is strongly preferred that the Home Coordinators and/or Program Managers of the teams nominated present their team with an oral presentation at the committee meeting. If the nominated HC's and/or PM's cannot attend the meeting they may submit a written nomination a week prior to the committee meeting. The nomination/presentation should demonstrate outstanding achievement in one or more of the following categories:

- Community Integration and Inclusion
- Effectiveness at Improving the Quality of Life for individuals supported
- Person Centered Philosophy
- Teamwork,
- Commitment
- Communication
- Initiative and Creativity

The quarters are as follows:

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| 1 st Quarter – January, February and March | recommendation due 2nd Tuesday of April
meeting the 3rd Tuesday of April |
| 2 nd Quarter – April, May and June | recommendation due 2nd Tuesday of July
meeting the 3rd Tuesday of July |
| 3 rd Quarter – July, August and September | recommendation due 2 nd Tuesday of October
meeting the 3rd Tuesday of October |
| 4 th Quarter – October, November and December | recommendation due 2 nd Tuesday of January
meeting the 3rd Tuesday of January |

The selection committee will be comprised of neutral parties. The committee will review any written recommendations submitted by the Program Managers who cannot attend the meeting and assess the oral presentations. The Selection Committee will ensure that the information reported on the nomination by the Program Manager is accurate. They will review programmatic issues that have occurred during the quarter, if known and will determine if disciplinary action was taken against any

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team members during the quarter reviewed. Once the team has been selected, the Chairperson of the committee will report the nominated teams to the HR and Accounting departments and create a write up highlighting which teams were nominated and why, as well as which team earned the Team of the Quarter award and why.

The team that is selected as Team of the Quarter will receive \$50 per person. The team's name and picture will be placed on a plaque in the Administration Building. All teams that are nominated will be recognized in the Woods Review using the write up created by the Team of the Quarter chairperson. The non-winning teams will receive a \$50 check for a pizza party.

To be eligible for the prize an employee will have to be a regularly scheduled employee in the home during the quarter. The employee must still be working at the time the prize is awarded to maintain eligibility. Home Coordinators are considered to be part of the team. Teams are only eligible for one Team of the Quarter Award per year. Program Managers will be eligible for the money award for their first team that wins the Team of the Quarter award, but ineligible for any additional quarters won that year.

At the end of the year, the four teams who achieved Team of the Quarter will be eligible for Team of the Year. The decision will be based on the same criteria as listed above. The Home Coordinators of the winning teams will be given an opportunity to meet with the selection committee during a special Team of the Year meeting on the fourth Tuesday of January.

The winner of the Team of the Year honor will be eligible for a \$400.00 prize. Teams that have more than four members will receive \$100.00 per person. The team photo will be placed on a plaque in the Administration Building. Only employees still currently working at the organization will be eligible for this prize.

Approved by: _____
Chief Executive Officer

Date: _____

Attachment: Team of the Quarter Application Form (Section A)

WOODHAVEN TEAM OF THE QUARTER

ABSENTEE NOMINATION WORKSHEET

Please read the following information on how to nominate your home for Team of the Quarter.

While preference is given to oral presentations, we understand that schedules and unexpected events do not always allow HC's and PM's to be present at the Team of the Quarter Meetings. If you know you will be unable to make a scheduled meeting, please use this form to prepare your absentee nomination. Make sure to pay close attention to details. Include any and all activities you can think of as examples of what your team is doing to meet the criteria in ALL of the outlined areas. Each individual supported should be addressed.

Section A – Promoting Quality Lifestyles

1. Community Integration and Inclusion

Give examples of attendance and participation in areas such as neighborhood functions, religious functions, integrated recreational activities, generic community sources, etc. Include degree of independence versus dependence on staff to use the resources for them. Include evidence that the individuals are maintaining long-term relationships and have the opportunities to develop new ones.

2. Effectiveness at Improving the Quality of Life for individuals supported by using Person Centered Philosophy

Show trends of continuing differences in each individual's lifestyle that indicate more happiness, contentment, and overall satisfaction with life. Give evidence that each individual's supports are individualized to meet the unique needs of the individual and that routines are not tailored for the convenience of staff or the group. Include examples of how supports from staff members helped individuals achieve goals...i.e. individual who worked towards a goal such as walking, improving ability to communicate, etc....

Section B – Staff Development

1. Teamwork

Include evidence that members of the team work together and rely on each other's strength to cover staffing and unique situations.

2. Commitment

Include evidence of longevity and low turn-over patterns among staff.

3. Communication

Examples: Involvement in regular home meetings. Sharing of necessary information with needed departments/individuals, guardian/family inclusion in communication process, etc. Should include more than use of communication log.

4. Initiative and Creativity

Include evidence that timelines are met and evidence of problem solving within the team including new approaches. (Examples: One team discovered an individual supported would refuse to eat food until they started describing it in a creative way. One individual needed prompts to put away his lunchbox but didn't want staff escorting him. The team positioned a mirror where they could observe him and give verbal prompts as needed but wouldn't need to go with him.)

Submitted by: _____

Typed nominations should be forwarded to the Team of the Quarter Selection Committee Chairperson, Liz Sensintaffar