

Procedure No. 4-10-33

Revised: 01-11-16
Issued: 04-30-02

SUBJECT: Employee of the Month/Year & Rising Star Program (Replaces Employee 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.

On a monthly basis, employees across the agency can nominate an employee from any department that best exemplifies the mission, values and goals of the agency. There will be one winner per month.

A committee made up of employees from all departments will review all submissions and verify them with input from the nominee's direct supervisor.

The selected employee will be featured in the Intranet Woods Review, on social media and on the website in the form of a short story (including a photograph) about why the employee is exemplary, what motivates them and why they love their job.

Please submit your nominations to the Marketing Manager via email or Therap, through the online form located at www.woodhaventeam.org/nominate4great or in person at the office by the 3rd Monday of each month. The committee will review and discuss all eligible nominations on the 3rd Tuesday of each month and the winner will be announced on the 3rd Wednesday of each month.

Who can be nominated?

Any Woodhaven employee who has been with the company for at least one year, including DSPs, PMs, HCs, administrative and office staff (Accounting, Development, Human Resources, Nursing). Employees who previously won Employee of the Year are not eligible during the year immediately following. Administrative Team members are also not eligible for nomination.

What's in it for the Nominee?

The selected "Employee of the Month" will receive a \$25 monetary incentive and up to \$20 toward a promotional Woodhaven item (T-shirt, Sweatshirt, Hoodie, etc.) with "Employee of the Month" moniker.

The winner and all eligible nominees will also receive a certificate of achievement. Copies of the certificates will be stored in the employees file and may be used during annual reviews and interviews for potential future promotions/transfers. They will also receive a small token of appreciation, the exact value and type will vary from month to month.

At the end of the year, the committee, with input from the organization, will select 3 people to be recognized from the 12 winners. The top prize winner will receive a \$100 monetary incentive; two runners up will each receive a \$50 monetary incentive. Winners will also receive a gift from the organization recognizing them for their achievement and will be recognized during the annual years of service luncheon in January.

Employees can lose eligibility for Employee of the Year, if they receive disciplinary action AFTER winning monthly recognition.

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Who can nominate?

DSPs, HCs, PMs, administrative and office staff, individuals supported and their family members.

Who cannot be nominated?

Employees with any disciplinary action within the last quarter (from the month of tentative nomination), including repeated med errors, attendance violations, missing in-services and any employee who has been suspended or put on a performance improvement plan.

Any employees who previously won Employee of the Month are not eligible to be nominated a second time during the calendar year. An employee who is nominated, but not chosen as the Employee of the Month may be nominated again. Administrative Team members are also not eligible for nomination.

Note: Please refrain from nominating your close friends, unless they truly are going above and beyond the call of duty.

Rising Star Nominations

During their first year of employment, new employees in good standing with the organization can be nominated by their supervisors as a "Rising Star" in the organization. This program is designed to give supervisors the opportunity to reward and encourage hard work and great performance by new employees.

Rising Star nominations will be verified by the Marketing Manager and presented to the Employee of the Month Committee. Every valid nomination submitted will be recognized each month.

How to Nominate:

1. Use the form attached to this policy or found online at woodhaventeam.org/nominate4great
2. Indicate that the nomination is for a Rising Star
3. Return form to Marketing Manager by the 3rd Monday of each month.

What they receive:

1. Certificate recognizing them as a Rising Star in the organization
2. Their name will be added to the "Wall of Stars" in the Human Resources Hallway

To be eligible for Rising Star:

- Must have completed all of their New Employee Orientation coursework and in-home training
- Must be in good standing with the organization and not have received any disciplinary action
- Must be employed for less than one (1) year with the organization
- May only be nominated by their supervisor or manager
- Administrative Team members are not eligible for nomination.

Approved: _____
Chief Executive Officer

Date

