



Policy: Employee Recognition and Award Programs

ChildNet Number: CN 009.051

Original Approved Date: June 2, 2003

Policy Revised Date(s): November 2009, November 19, 2010

Policy Sunset Date:

COA Standard(s): HR 4.02

Statement of Policy:

The purpose of the Employee Recognition and Award Program is to encourage employee engagement in supporting the advancement and growth of ChildNet. This is achieved through generating ideas, providing recommendations, showing exceptional efforts, taking initiative, and demonstrating high performance outcomes utilizing creativity and innovation. It is important to continuously encourage and support thinking "outside the box" and recognize and appreciate employees for the work performed.

Board Chair's Signature: _____

Date: _____

11/12/10



Procedure: Employee Recognition and Award Programs

ChildNet Number: CN 009.051

Original Approved Date: June 2, 2003

Procedure Revised Date(s): November 2009, November 19, 2010, August 22, 2014

Procedure Sunset Date:

COA Standard(s): HR 4.02

Definitions (If any):

Statement of Procedure:

With the Employee Recognition and Award Program there are a number of ways to encourage creative and innovative idea generation as well as reward extra efforts in performance. Some of these things include: Thank You notes, pins, plaques, award ceremonies, gift cards, etc. Timing is critical for an employee recognition and award program to be effective. It is important to be prompt in saying thank you. Otherwise the effectiveness of the program is devalued and credibility eroded. This purpose differs from the goals and objectives of other aspects of the total compensation plan. Salary is payment for doing the job; benefits are designed to protect the employee's well-being' short and long term incentives direct and reward the achievement of specific performance goals.

Employee Recognition and Award Program follows these guidelines:

- a) it must mean something to the recipient
 - b) be administered fairly
 - c) the monetary or non-monetary gift value must be in proper relationship to the level of accomplishment and contribution, cost-savings, productivity improvement, or quality enhancement
 - d) awarded in a timely manner
 - e) presented with warmth and sincerity and with upper management involvement
 - f) it must mean something to their co-workers and they should share, enjoy the presentation
- A. The following is a list of the Employee Recognition and Award Programs that ChildNet will use to encourage its most important asset – ***the employees***:
1. Service Awards - Length of Service for 1, 3, 5 and 10 years.
 2. Apprecia-Grams – are specialized electronic birthday, anniversary and thank you notes.



3. Employee of the Month – Peer-to-peer recognition for demonstrating superior efforts and results in work performance with exceptional initiative and creative problem solving.
 4. Excellence Award – Semi-annual basis for demonstrating superior results in performance and/or providing outstanding ideas and initiative to support the goals of their department and ChildNet.
- B. Awards - There will be different types of awards given out to employees for exceptional efforts, outstanding performance, innovative ideas, and productivity improvement/cost-reduction suggestions. These awards can be either monetary or non-monetary or a combination of both. Some examples of the awards are:
1. A "Certificate of Recognition".
 2. Announcement in the ChildNet newsletter.
 3. An individual plaque.
 4. A lapel pin.
 5. Selected employees can be asked to offer tips to new employees as part of the on-the-job training program.
 6. Lunch with CEO/CFO.
- C. Eligibility Criteria
1. The rules for eligibility will be determined based on the specific recognition program.
 2. A committee formed for this purpose may vary the objectives of each employee recognition program, and will review all programs annually to ensure program goals and objectives continue to be effective.
- D. Frequency
1. The purpose of the awards should be driven by timing and frequency in order for the program to be effective. Awards of a competitive nature, e.g., employee of the month, should be assigned to a schedule time. There is a summary calendar which contains all the due dates and deadlines set-up for this program.



E. Communicating the Recognition

1. Talent Management will advise supervisors, managers and directors about the options available to them to recognize and reward various types of employee superior performance and achievement.
2. Other ways that Talent Management will utilize to effectively communicate the various types of recognition programs will be through ChildNet's Recognition Committee, supervisory training sessions, staff meetings, and in specific interoffice correspondence.
3. Talent Management will change or modify the Employee Recognition and Award Program as new situations may occur that warrant the need to recognize employees in a different way.
4. The integrity of the Programs will be based on employees' perception of fairness and recognition. ChildNet will strive for excellence to reward its most important asset – ***the employees!***

President's Signature:

Date:

08-27-14