

CENTRAL STATE HOSPITAL
POLICY

SUBJECT: EMPLOYEE RECOGNITION PROGRAM

ANNUAL REVIEW MONTH: February

RESPONSIBLE FOR REVIEW: Activity Therapy Coordinator

LAST REVISION DATE: February 2008

I. GENERAL:

The most valuable asset of any organization is its employees. Handbook for State Employees, State Merit System, THE STATE OF GEORGIA.

An organized and systematic Employee Recognition Program will be maintained by the CSH Leadership Team and coordinated by the CSH Activity Therapy Coordinator in order to promote and reinforce positive work attributes and continuity of state service. The program consists of three main activities: (1) Quarterly Service Areas Employee Recognition; (2) Annual Hospital Wide Event to Honor Quarterly Service Area Winners; (3) Faithful Service Award Programs.

II. SERVICE AREA EMPLOYEE RECOGNITION

- A. The Service Area Employee Recognition component shall involve consideration within each of the two client care service areas, and the two support services (Administrative & Clinical) service areas.
- B. Each Service Chief or Department Head will oversee the appointment or selection of a service area Employee Recognition Committee. The committee will be charged with the selection of an Employee of the Quarter to represent each service area. The Service Chief or Department Head may not serve on this committee. Committee members will serve no more than two consecutive one-year terms.
- C. Nominations for Employee of the Quarter will require that specific details be provided which identify the factors that justify the recognition of the employee. An Employee Recognition Nomination Form (#224, Attached) will be provided. Attachments may be appended.

- D. An Employee of the Quarter will be selected for each service area, in which both employees and supervisors will be considered. There will be no distinction between employee and supervisor.
- E. Service Chiefs or Department Heads are not eligible to be considered for Employee of the Quarter. Employee Recognition Committee members are also not eligible for consideration during their service time.
- F. The Service Chief or Department Head will collect all nominations for each quarter and will have the authority to disqualify any nominee for reasons such as recent adverse actions, pending actions, or any reason the Service Chief or Department Head deems appropriate.
- G. After the Service Chief or Department Head has approved nominations, they will be forwarded to the service area Employee Recognition Committee for careful review and selection of one overall Employee of the Quarter for that service area.
- H. This service area-based Employee of the Quarter consideration will take place each quarter based on the calendar year. Deadlines for receipt of nominations and selections of a winner will be publicized throughout the campus. The selection process should be finalized with Employee of the Quarter names submitted to the CSH Activity Therapy Coordinator no later than the 15th of the 2nd month during the calendar period (i.e. February, May, August, and November).
- I. All quarterly service area winners will receive publicity in the employee newsletter, The Bulletin. There will be no formal recognition of the nominees not selected.

IV. ANNUAL HOSPITAL-WIDE RECOGNITION OF SERVICE AREA WINNERS

- A. A hospital-wide ceremony will be held at the end of each calendar year to honor the service area winners from that calendar year. There will be no overall hospital-wide employee of the year.
- B. This hospital-wide ceremony will be funded by the CSH Foundation, Inc.
- C. All information concerning service area winners will be shared with the local media outlets at the end of the calendar year.

III. FAITHFUL SERVICE AWARD PROGRAM

The faithful service program was enacted by State legislation in 1957, as a means to assure that State Agencies uniformly and consistently recognize the contributions of employees towards the provision of government services. Faithful Service Awards officially begin after 10 years of State Service, and are repeated every five years thereafter. Service counted includes any State service, plus any military or teaching service with which the Employees' Retirement System has credited the employee. Leave without pay or breaks in service do effect service time calculations.

- A. The hospital will recognize all employees with continuous state service of 25 or more years of service once each year. Employees with 25 and 30 years of service will receive a Georgia Merit System service certificate and pin in conjunction with the annual reception.

- B. Service Areas, Departments and Offices will have at least one local Faithful Service Awards program each year, recognizing all staff with 5 years, 10 years, 15, and 20 years of service, as well as those with greater lengths of service. Service certificates will be provided by the Georgia Merit System for 10, 15, and 20 year service increments. The program may be in conjunction with a regular staff meeting, with a set time for the recognition activity, which will include handing out Faithful Service Certificates.

Approved:

This policy has been approved by the CMO and CEO in March, 2008.