



SHIAWASSEE HEALTH AND WELLNESS POLICY AND PROCEDURE MANUAL

| | |
|-------------------------------------------|-------------------------------------------------|
| Title: | Employee Recognition Programs |
| Section: | Administration |
| Policy Number: | 04 |
| Issued By: | CEO |
| Approved by: Board of Directors | Effective Date: 07/22/19 |
| Approved on: 07/22/19 | Last Revision: 10/20/23 |
| | Last Review: 09/08/22 |
| | Annual Policy Statement Review: 06/12/23 |

POLICY STATEMENT:

It is the policy of SHW that employees will be recognized for the substantial contribution they make through their work and dedication to the agency's mission.

PURPOSE:

The purpose of this policy is to define a variety of incentive and recognition opportunities to meet various employee needs and allow for adjustment when circumstances warrant. New situations may suggest new ways to recognize and motivate employees. Recognition programs are developed to raise employee morale, attract and retain key employees, evaluate productivity, increase competitiveness and improve customer service.

Supervisor and Directors play a key role in making recognition programs effective. The purpose of this policy is to define the role each member of the management team serves in carrying out and evaluating the SHW employee recognition efforts.

The purpose of this policy is also to establish clear guidelines describing recognition programs that include: employee eligibility requirements and thresholds for awards, any approval process required, performance goals that are measured and types of awards provided.

APPLICATION:

This policy applies to all SHW employees.

PROCEDURE:

1. SHW leadership will coordinate an annual in-service and recognition event. A relevant in-service topic will be selected and a subject matter expert will be sought to provide a presentation to the workforce. This event will be used to formally recognize those with 5 years, 10 years, 15 years and 20 or more years of service. The following awards will also presented: Director's Award, DJ Root Service Award, the Robyn J. Spencer and Children's Outstanding Service Award. (Attachment A defines award criteria and schedule.)

2. SHW will support wellness initiatives for members of the workforce defined in the agency's comprehensive Wellness Plan.
3. Employee Recognition and Wellness initiatives will be reviewed as part of the annual budget development in order to tailor annual recognition planning to current needs and match available resources.
4. Attachment A details the types of awards given and the criteria for receiving each award. It will be reviewed at least annually and updated as necessary.
5. Incentive programs may be developed to support agency initiatives. Incentive programs are pre-approved by the leadership team. Incentive program details are defined in writing prior to implementation, have a clear start and stop date, and include evaluations of the program's effectiveness for supporting positive outcomes and promoting staff satisfaction.
6. An annual review of the effectiveness and appropriateness of all recognition and incentive programs will occur and results will be used to support future recognition and incentive program planning.

Change Log:

| Date of Change | Description of Change | Responsible Party |
|-----------------------|--------------------------------------------------|--------------------------|
| 04/25/19 | Policy Created | Lindsey Hull, CEO |
| 05/09/19 | Reviewed and approved at Leadership | Leadership Team |
| 10/20/23 | Addition of Children's Outstanding Service Award | J. Semans |