

Effective Date:
Revised Date:
Review Date: December 14, 2000

North Sound Mental Health Administration
Section 3500 – Human Resources: NSMHA Employee of the Quarter Program

Authorizing Source:
Cancels:
See Also:
Responsible Staff: OCA

Approved by: Executive Director
Motion #

Date: 12/14/1999

POLICY #3501.00

SUBJECT: NSMHA EMPLOYEE OF THE QUARTER PROGRAM

PURPOSE

To recognize, encourage, and reward outstanding employee performance

POLICY

Quarterly NSMHA will select an employee to be the Employee of the Quarter, to receive a certificate from the Chair of the NSMHA Board of Directors at its monthly meeting. A request for nominations will be disseminated quarterly to members of the NSMHA staff, the NSMHA Board of Directors, the NSMHA Advisory Board, and NSMHA providers. Nominations will be received by the NSMHA EOQ Committee Chairman. All NSMHA employees, as defined in the NSMHA Personnel Policies and Procedures, are eligible for the award, except as noted below.

EOQ Committee

The Chair of the committee will select five NSMHA staff members each Quarter, depending upon who has been nominated and who is available to serve. Nominations will be received by the Committee Chair.

Nominations

A call for nominations is released periodically through the use of a flyer, such as that shown in Enclosure 1. It may be posted or disseminated through the mail or via email.

Eligibility

All NSMHA employees, as defined in the Personnel Policies & Procedures, are eligible for the award. Employees are eligible to receive the award only once a year. The Executive Director is excluded from being the Employee of the Quarter, as are all employees under Corrective or Disciplinary action.

Selection

Only NSMHA employees may vote, and are encouraged to make independent decisions regarding their choice. Voting is conducted by secret ballot counted and monitored by the Executive Director.

Criteria for Selecting Employees of the Quarter

The criteria for Employee of the Quarter (EOQ) were set forth by the committee tasked with developing this program. See criteria below.

1. Number of votes
2. Contributions above and beyond the requirements of the job description
3. Recognition for completion of an outstanding project
4. Contribution to the organization as a whole
5. Furtherance of the NSMHA mission

Methods of Recognition

The Management Team agreed to the following Methods of Recognition for Employees of the Quarter:

1. Engrave the employee's name on the "NSMHA Employee of the Quarter" plaque, hung in the lobby of the NSMHA.
2. Prepare a handsome, framed certificate to be presented to the employee, and encourage him/her to hang it in their office.
3. Write a letter stating the specific reasons for the specific EOQ's selection, and file a copy in the employee's personnel file.
4. Present the award:
 - a. At the next Board of Directors (BOD) meeting, present the Board with the names of those nominated and a brief line for the reason(s) they were nominated. (This can help the BOD become more familiar, not only with more individuals, but also enhance appreciation for the generally outstanding quality of NSMHA staff.)
 - b. Finally, present the EOQ, and read the letter that is being placed in the personnel file.
5. Send news releases on each EOQ to the city desks of newspapers in which the NSMHA advertises special events. Make the release date the same day as the BOD meeting at which the award was presented.
6. In every Recovery Around the Sound newsletter, published quarterly, include a column on the EOQ selected that quarter.
7. At the beginning of each year, beginning with 2001, invite all four EOQs to lunch with the Chairman of the Board and the Executive Director. At that time, announce the name of the Employee of the Year (to be voted on by NSMHA staff). Send news releases on the EOY and feature that person in the Around the Sound newsletter.

ATTACHMENTS

3501.01 – NSMHA Employee of the Quarter Nomination Instructions

3501.02 – NSMHA Employee of the Quarter Nomination Form