

## SERENITY BEHAVIORAL HEALTH SYSTEMS

**SUBJECT:** Selection of Employee of the Quarter/Year  
**POLICY NUMBER:** HR 58  
**EFFECTIVE DATE:** January 2002  
**SUPERSEDES:** N/A  
**LAST REVISION:** December 2009

---

### **POLICY:**

It is the policy of Serenity Behavioral Health Systems (SBHS) to select one person each quarter from SBHS as Employee of the Quarter. In the event of a tie, a re-vote will be done from the slate involved in the tie. This selection process will be representational from all sites of SBHS and all full-time and part-time employees are eligible for consideration. Any staff member that has knowledge of his/her special contributions to SBHS may nominate employees. Nominations must be forwarded to the Chairperson of the Employee Recognition Committee. Nominees will receive fair consideration and be evaluated consistently by the criteria set forth in this policy.

### **PURPOSE:**

To describe policy, responsibilities, and procedures for implementing the election of the Employee of the Quarter (EOQ).

### **RESPONSIBILITIES:**

- I. The Employee Recognition Committee will accept all nominations. HR and the Program Director or designee, will verify that the employee nominated is in good standing within SBHS.
- II. The Employee Recognition Committee will be responsible for ensuring that employees selected for Employee of the Quarter receives recognition within SBHS and in appropriate community media sources.
- III. The Employee Recognition Committee is responsible for providing a fair and impartial evaluation of all nominees. The selection process used will be based on the submitted criteria and merit inclusively. Information provided and discussed is confidential and shall not be used outside of official committee proceedings.
- IV. Program Managers and Supervisors will ensure staff members are aware of this program, encourage staff members to submit nominations, and provide assistance in obtaining the necessary nomination form, SBHS Form 874, which is available on the infonet.
- V. Managers, supervisors and peers are responsible for following the procedures when submitting nominations and providing clear and specific information pertinent to the evaluation criteria.

**SUBJECT: Selection of Employee of the Quarter/Year**

**Policy HR-58**

**Page 2 of 3**

**NOMINATIONS:**

- I. Staff members of SBHS may submit nominations by e-mail or intercampus mail to the attention of the Committee Chair. Each nomination must be submitted by the deadline announced. Nominations are to be submitted using Nomination Form for Employee of the Quarter, SBHS Form 874. Nominations that do not provide sufficient or pertinent information will be returned to the nominator which may delay the process for the nominated employee.
- II. Staff members may submit only one nomination per quarter. An employee selected for Employee of the Quarter/Year is not eligible for re-nomination for three (3) years following the selection. Information provided as the basis for the nomination should be no more than 6 months old at the time of submission.
- III. The Employee Recognition Committee, will consist of representation from each program and disability area. Committee members must review and evaluate all nominations received in accordance with the criteria found in Attachment II.

**EVALUATIONS:**

- I. The Employee Recognition Chairperson will ensure a timely review and evaluation of the nominations by the Employee Recognition Committee members. A minimum of five (5) committee members is required to evaluate and recommend the selections. Alternate members will be used as necessary in the event primary members are unavailable.
- II. Nominees will be evaluated using the criteria contained in Attachment II.
- III. The Leadership Team will review yearly nominees of the Employee of the Quarter to decide who should receive the Employee of the Year.

**RECOGNITION:**

- I. The Employee of the Quarter will receive a certificate of appreciation and a special write-up in the SBHS newsletter.
- II. The Employee of the Year will receive a certificate of appreciate, a special write-up in the newsletter, and their names will be added to the plaque on display in Building A.

**ATTACHMENTS**

- I. [Nomination Form for Employee of the Quarter SBHS Form 874](#)
- II. [Employee of the Quarter Evaluation Criteria](#)

**SUBJECT: Selection of Employee of the Quarter/Year**

**Policy HR-58**

**Page 3 of 3**

**APPROVAL SECTION:**

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Committee Chairperson

\_\_\_\_\_  
Date

**RESCISION SECTION:**

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date

**REVIEW SECTION:**

\_\_\_\_\_  
Committee Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Committee Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Committee Chairperson

\_\_\_\_\_  
Date