
Series:	HR – Satisfaction & Retention	COA: HR 4.02; PQI 1.03; TS 1.02 CFOP: 60-45
Procedure Name:	Employee Recognition Program	
Procedure Number:	HR-2802	
Reviewed Date:	12/1/15, 6/23/17	
Revision #/Date:	(3) 12/16/13 (4) 05/06/14, (5) 08/14, (6) 2/8/2016 (7) 3/6/19	
Effective Date:	01/06	
Applicable to:	All BFP Staff and Brevard C.A.R.E.S staff where identified	

SUBJECT: Employee Recognition Program

PURPOSE: To provide a vehicle where employee contribution, initiative, excellence, innovation and the demonstration of agency values will be encouraged, recognized and rewarded. To create forums and acknowledgments to staff to demonstrate agency appreciation and recognition of their contributions and value. To provide a public forum where staff are recognized and presented with a token of the agency's appreciation for their efforts.

References

CFOP 60-45-Recognition and Awards Program; Section a. 110-1245 (4) and (5), Florida Statute (F.S.); b. Section 110.219(5)(b), F.S., c. Section 110.504, F.S., d. Department of Financial Services, Bureau of State Payrolls, Payroll Preparation Manual, e. Department of Financial Services Comptroller's Memorandum No. 02 (2001-02) dated October 12, 2001 (Taxability Guidelines for Non-Cash Service Awards). "Celebrate the Best" nomination form; "Kudos" form

Procedure

A. Monthly Awards

- This element of the program is derived from monthly drawings of nominations made in several categories. Any BFP staff member can nominate any other BFP staff member.
- This program "Celebrate the Best" is intended to recognize a fellow employee who makes an impact by demonstrating a collaborative spirit, innovation and creativity; or, has provided additional support and guidance to co-workers or clients while maintaining a positive, strength-based attitude.
- The Monthly Awards are divided into four (4) categories demonstrating BFP Core Values and Mission:
- 'The Linda Marshall Positive Attitude' Award – an employee who has maintained a positive attitude; shown their ability to be strength-based; who has displayed a supportive/positive influence on those around.
- 'Above and Beyond' Award – an employee who has gone beyond normal means to provide a service, support and/or guidance to co-workers, customers and/or our stakeholders. An employee who has shown a collaborative spirit.

- 'All-Around Awesome' Award – an employee who shows and adheres to BFP Mission, Values and Vision. An employee who has provided motivation and leadership to co-workers and others.
- 'Vivacious Volunteer' Award – an employee who shows volunteerism and a team spirit in advancing the BFP mission.

B. Nomination Process:

Nomination forms are maintained on the BFP 'shared' drive which is accessible to all employees. During each month, these can be accessed and nominations prepared to recognize a co-worker or subordinate in any of the categories. These are then submitted to the HR Manager for collection for the month and must be received no later than the day preceding the monthly All-Staff meeting by the date indicated each month.

C. Selection Process:

- At the All-Staff Meeting, all submitted nomination forms will be read by category so that all those staff who are nominated will be acknowledged and recognized for their contributions in a public setting.
- After the nominations for each category are read, they are placed in a container and one is drawn as the monthly winner for each category. All employees who were nominated are given their nomination form.

D. Prize Determination:

- The employee's name who is drawn from each of the four categories receives a 'memento' depicting that particular category.

E. Announcement Process for Nominations:

- The HR Manager sends out a listing of each employee nominated for each of the four categories for the month to all BFP employees via the BFP Monthly Newsletter. The listing includes the employee's name drawn for each category as well.

F. Annual Awards and Recognition

- BFP recognizes employees with two annual awards: Linda Marshall Leading Light Award and the Peer Recognition Award.

Linda Marshall Leading Light Award

Nomination Criteria:

- Nominees should be employed with BFP at least one year
- Consideration will be made regarding the nominee's participation in extra-curricular/volunteer activities sponsored by BFP
- Adheres to the BFP Mission and Vision, Values, and Principles of Practice
- Performs their duties in an exemplary fashion, possesses strong leadership qualities, has a collaborative spirit, and represents the agency in a positive manner.

Disqualification criteria:

- Employees on a performance improvement plan are ineligible

Nomination Process:

- Nominations are made by BFP employees and submitted to the HR Manager
- The final selection is made by a panel, consisting of the Chief Executive Officer (or designee), the HR Manager, and representative from the Executive team, one (1) randomly selected BFP employee who does not participate on those teams, and the previous year's award recipient.
- The panel must have a majority vote of 75%. All members must be in attendance or able to participate via phone.
- The selected BFP "Leading Light" recipient will be recognized at the BFP Staff Day Away held during Employee Appreciation Week.

Prize Determination:

- The BFP "Leading Light" recipient will be provided a plaque, a voucher for BFP apparel of their choice (not to exceed \$100), and 'one day off voucher'.

Peer Recognition Award

Nomination Criteria:

- Is a collaborative team player with fellow employees
- Demonstrates innovative and creative abilities in their work
- Exudes a positive attitude and goes above and beyond

Disqualification criteria:

- Employees on a performance improvement plan are ineligible

Nomination Process

- Nominations are made by all staff members and submitted to the HR Manager.
- The final selection is made by a panel, consisting of the Chief Executive Officer (or designee), the HR Manager, Executive team member or their designee and one randomly selected BFP employee who does not participate on those teams, and the previous year's award recipient.
- The panel must have a majority vote of 75%. All members must be in attendance or able to participate via phone.
- The winning employee will be recognized with the "Peer Recognition Award" at a BFP Staff event.

Prize Determination:

- The BFP "Peer Recognition Award" recipient will be provided a plaque, and a voucher for BFP apparel of their choice (not to exceed \$35).

The Chief Executive Officer may also wish to provide annual awards based on other performance, achievement, excellence or other specific activities.

I. Staff Departures

- Staff members who are voluntarily departing BFP will receive recognition for their service to the agency. The staff person must be employed at BFP for a minimum of one year and provide a 30-day notice (with consideration made for employees who have extenuating circumstances limiting their ability to give such notice) before departure.
- Within two weeks of a staff member giving notice of resignation, the HR Manager will arrange for an agency-wide gathering to recognize the outgoing employee. They will:
 - Notify all staff of the date, time and location of event
 - Arrange for light refreshments as needed

The event will be hosted at the BFP Main Office, regardless of the employee's worksite location. All staff members are to be invited. The food and snacks will be funded from the "jean donation" funds.

"SERVICE AWARDS"

- BFP employees will receive recognition for their years of service for the following service milestones or years:
- Service Awards for staff are as follows:
 - 5 years of service - Desk Clock
 - 10 years of service - Employees will receive an engraved acrylic award.
 - 15 years of service - Employees will receive an engraved glass award
 - 20 years of service - TBD
 - Staff who "retire" will receive an engraved acrylic award to recognize this milestone.
- Upon successful completion of the first 90-days of service approved by the Supervisor or Human Resources Manager or designee will issue the employee an agency Polo Shirt.

"EMPLOYEE APPRECIATION WEEK"

- The annual BFP 'Employee Appreciation Week' is coordinated by the HR Manager and a designated team of employees. The BFP Executive Team designates a specific week during the year where staff members are recognized and appreciated in an 'event' or a series of events.
- Typically, during the first four (4) days of Employee Appreciation Week employees are treated to snacks, a cooked lunch buffet or breakfast, ice cream or other similar activities.

BY DIRECTION OF THE CHIEF EXECUTIVE
OFFICER:



PHILIP J. SCARPELLI
Chief Executive Officer
Brevard Family Partnership

APPROVAL DATE: 2/7/2020