

## Rewards and Recognition Guidelines

- **CREW Team Rotation Procedure**

- **3 new members will be rotated on and 3 members will rotate off the team every three months**
  - **The first set of new members will be rotated on in March 2011 and attend their first meeting in April 2011**
- **We will advertise for new members during the 1<sup>st</sup> thru 10<sup>th</sup> of the previous month in which they will be serving:**
  - **March 1 – 10**
  - **June 1 – 10**
  - **September 1 – 10**
  - **December 1 – 10**
- **Track Team members will select 3 new members**
  - **New team members will be notified no less than a month before the next CREW Team meeting (the last Tuesday of the following month)**
- **The Track Team will use the following criteria for selecting new CREW Team members:**
  - **We will make every effort to select no more than one representative from each department to serve as CREW Team members**
  - **Eligible applicants must be benefited employees with no corrective actions within the past 6-months**
  - **Human Resources will screen each applications for eligibility and submit applications to STARS Track Team for selection**
  - **Applicants who are not selected to serve on the current CREW Team will be given the opportunity to be placed in a later team rotation schedule**
  - **Prior to advertising for new CREW Team members, previous applicants will be contacted to verify their availability to serve on the CREW Team**
  - **During a team rotation period, if CREW Team slots have previously been filled, we will not advertise for applications**
  - **Should any CREW Team member “dropout” or miss three consecutive meetings, the Stars Track team reserves the right to replace the team member**
    - **In the event that a member is dismissed, the vacancy will be filled at the next team rotation**
  - **When a CREW Team member rotates off the team, they must wait a period of three months before re-applying to serve again**
  - **Applications will be available in the Lee Outloud Newsletter, as a mass mailer and may be found in the Shared Documents Folder on the Intranet**

- R&R Team will meet on the last Tuesday of each month at 9 AM to make departmental and individual selections for the month
  
- **Birthday Cards**
  - All benefited employees will receive cards from the Rewards & Recognition (R&R Team)
  - HR will supply the birthday list and cards each month to the R&R Team (this is the same list which is supplied to Lee Outloud)
  - Members of the R&R Team will take turns disbursing cards each month
  
- **Monthly Departmental Awards (Traveling Trophy)**
  - Each director will report to the County Manager each month on the activities and accomplishments of the department
  - The County Manager will submit the departmental monthly reports to the R&R Team
  - The R&R Team will select a department each month as “Department of the Month”
  - The department selected each month will display the traveling trophy for the month
  - All departments are required to submit monthly reports to the County Manager
  - Each month, all departments will be required to complete the standardized form created by the R&R Team
    - Reports should include all activities and accomplishments from the first day to the last day of the previous month
  - All monthly departmental reports are due to the County Manager at each monthly Department Head Meeting
  - The Traveling Trophy will be delivered to the selected department by members of the R&R Team
  - A mass mailer (email) and Lee Outloud announcements will be posted to announce the winning department each month
  - Monthly Departmental Award Selection Process:
    - The County Manager will forward the Departmental Monthly Reports to the R&R Team
    - R&R Team will select a Department to receive the Traveling Trophy on a monthly basis
    - The following criteria will be used to select the Traveling Trophy recipient:
      - Departments will be considered based on the reports submitted each month
        - Submissions for previous months will not be considered

- Preference will be given to departments who have accomplishments/activities that exceed the normal monthly standards or expectations
      - Departments whose actions have the greatest impact
      - Accuracy and detailed reporting is essential
  
- **Monthly Individual Awards**
  - Each nomination will be completed on a simple nomination form created by the R&R Team
  - Benefited employees with no corrective actions in the past 6-months are eligible for nomination
  - Employees are eligible to receive multiple individual awards per year
  - Human Resources will obtain all nominations and screen them for eligibility before turning them over to the R&R Team for selection
  - All nominations must be completed on the Employee Recognition Form. All forms must be complete and include nominator's name. Any incomplete forms will be disqualified.
  - Nominations are due by 5 PM on the 15<sup>th</sup> of each month. All nominations placed in drop boxes will be collected at 5 PM on the 15<sup>th</sup> of each month.
  - The methods for submitting nominations are:
    - Email to HR
    - Courier to HR
    - Drop Box locations
    - Online submissions to HR
  - One employee per month will be selected for each of the 5 Shared Attitudes. Employees from all departments will be considered.
  - Group nominations will only be accepted for the Team Work shared attitude
  - Individual Rewards Selection Process:
    - Each employee nominated will have eligibility verified by Human Resources prior to submission to R&R Team
    - R&R Team members nominated for an individual award will be excused from participating in the selection process for the certain "attitude" for which they were nominated
    - Employees will only be contacted by the R&R Team if they are to be rewarded
    - Employees may only be nominated for one shared attitude per nomination form; however, employees may be nominated multiple times per month

- Individual and departmental rewards will be decided at the monthly R&R Team selection meeting. The selections will be made by the team members present, with no minimum attendance requirements
- Individual nominations not selected each month will be retained and actively considered for four months. Nominations not selected after four months will no longer be considered.
- The R&R team reserves the right to contact the nominee's Supervisor and/or Department Head for further information
- ANY employee, Supervisor, Department Head, elected official or citizen may submit nominations each month
- Any nominations received after the 15<sup>th</sup> of each month will be considered in the next month's selection process
- Employees may only receive one individual award per month
- The nominations that best represent the following shared attitude definitions will be rewarded:
  - Respect:
    - To show courtesy and consideration to others. Being tolerant to the values and views of those around us
  - Team Work:
    - The ability to work together for a common goal. Recognizing individual strengths, accepting new ideas, promoting cooperation and establishing unity
  - Honesty:
    - Demonstrating truthfulness, integrity and sincerity in a genuine manner. Consistently proving ourselves to be trustworthy and ethical in our endeavors
  - Fairness:
    - Treating others without bias to provide equal opportunities. Eliminating favoritism to promote equality in our organization
  - Positivity:
    - Encouraging others by demonstrating optimistic attitudes and embracing every moment with humility and respect
- Individuals will be presented with the reward by a personal visit from a member(s) of the R&R Team and will be recognized in Lee Outloud and in a mass mailer
- Rewards Information
  - Certificate of Reward will be presented to identify the shared attitude exemplified
  - Each employee who receives an individual reward will receive a certificate to Java Express

- If 2 or more employees are selected for the Team Work attitude, they will receive be rewarded with pizza provided by Little Caesar's Pizza (one pizza per 3 people)
- An annual R&R Reception will be held for all individuals rewarded during the year

**The Rewards and Recognition Crew Team will begin to accept nominations December 1, 2010.**