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**Series:** HR – Satisfaction & Retention COA: HR 4.02, PQI 1.03,  
TS 1.02  
CFOP: NA

**Procedure Name:** Employee Recognition Program  
**Procedure Number:** HR-2802  
**Revision #/Date:** (1) October 2009  
**Effective Date:** January 2006  
**Applicable to:** All BFP Staff

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**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 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 110-1245 Florida Statute; "Celebrate the Best" nomination form; "Kudos" form

### Procedure

#### A. Employee Birthdays and Anniversaries

- The recognition and acknowledgement of an employee birthday or anniversary is a simple but special way to recognize each of our employees. The organization and distribution is coordinated by the BFP Human Resources department.
- Employee birthdays and anniversaries will be announced through email on a daily basis by the BFP Human Resources department.
- As there are restrictions on our funds and how they can be used, it is proposed that an "employee event" donation; such as, 'Jeans Day Thursdays' be instituted. Suggestions for these 'employee events' will be accepted by the BFP Public Relations Coordinator. Final approvals will be provided by the members of the BFP Strategy Team.

#### B. Monthly Awards

- This element of the program includes recognition for all employees of Brevard Family Partnership on an Agency-wide basis. Any BFP staff member can nominate any other BFP staff member.

- It would recognize a fellow employee who made an impact by demonstrating collaborative spirit, innovation and creativity; or, has provided additional support and guidance to co-workers or customers while maintaining a positive, strength-based attitude.
- The Monthly Awards are divided into 5 Categories demonstrating BFP Core Values and Mission:
  - '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.
  - 'It's Not Easy Being Green' Award – an employee who has been seen as 'being green' in protecting and preserving our BFP environment. An employee who has shown or improved efficiencies and cost savings for BFP or an employee who recycles.
  - 'Above & 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.
- Nomination Process:
  - Any BFP employee can nominate a BFP employee.
  - A 'Celebrate the Best' Nomination form must be completed.
  - The nomination forms will be maintained on the BFP 'share' drive.
  - All completed nomination forms for the month must be received no later than the day before the monthly BFP All-Staff Meeting.
  - The 'Chair' or 'Co-Chair' of the BFP Leadership Team will collect the nomination forms and complete the drawings at the monthly All-Staff Meetings.
- Selection Process:
  - At the monthly All-Staff Meeting, the completed nomination forms received will be announced.
  - All completed nomination forms for each selected category will be placed in a basket labeled with the category title.
  - A BFP employee selected at each All-Staff Meeting will draw from the category basket for each 5 categories.

- Prize Determination:
  - The employee's name who is drawn from each of the 5 category baskets will receive a 'memento' depicting that particular category. This 'memento' will be kept with the employee for the month and then will be presented to the next month's winner for that category.
    - Examples of what 'mementos' could be:
      - 'Positive Attitude' Award – smiley face memento.
      - 'It's Not Easy Being Green' Award – a 'Go Green' stuffed frog.
      - 'Above & Beyond' Award – dream catcher plague.
      - 'All Around Awesome' Award – heavy weight wrestling play buckle.
      - 'Vivacious Volunteer' Award - #1 memento.
  - The employee's name drawn for each category monthly will also receive a lapel pin as a gift.
- Announcement Process for Nominations:
  - The 'Chair' or 'Co-Chair' of the BFP Leadership Team will send out a listing of each employee nominated for each of the 5 categories for the month to all BFP employees via the company-wide email system within one-week after the monthly All-Staff Meeting. The listing will include the employee's name drawn for each category as well.
  - The 'Chair' or 'Co-Chair' will courier (to the Administrative Assistant) all nominations forms to the designated 'home office' of the nominee to be posted on the 'Kudo Korner' bulletin board for a period of 30 days.

### C. Quarterly Awards

- Each nominated BFP employee for all 5 categories on a monthly basis will each receive one-(1) coin representing their nomination per category (regardless of the number of nominations received in a category) for the month at the All-Staff Meeting.
- These coins will be collected by each of the nominated employees and counted every quarter. Each employee must present all their acquired coins at the quarterly All-Staff Meeting; and the employee having the most coins for the quarter will receive a 'one day off voucher'.
- In the event of several BFP employees having the same amount of coins at the end of the quarter; their names will be drawn in a raffle type process. This will be announced at the BFP All-Staff Meeting.
- The 'Chair' or 'Co-Chair' of the BFP Leadership Team will track the monthly nominations.

**D. Annual Awards**

- BFP will recognize employees with annual awards.
- These awards will be derived from the 5 Categories demonstrating BFP Core Values and Mission:
  - All nominated employees in the year for each of the 5 categories will be considered for recognition as the 'Employee of the Year'.
  - The nomination forms will be provided to the BFP Chief Executive Officer for review and final consideration for the panel.
  - The selection will be through a 'Celebrate the Best' Panel consisting of the Strategy Team and 1 member of the Leadership Team, Collaborations Team, 1 BFP employee who does not participate on those teams and the previous year's 'Employee of the Year'.
  - The Panel will review all nominations received in all 5 categories and based on the intent of the BFP Mission and the collaborative spirit, innovation and creativity of the nominations a selection will be made for 'Employee of the Year'. The panel must have a majority vote of 75%. All members must be in attendance or able to participate via phone.
  - The Chief Executive Officer may also wish to provide annual awards based on other performance, achievement, excellence or other specific activities.
  - The selected BFP 'Employee of the Year' will be noticed in the BFP Newsletter, BFP employee email and on the BFP website.
  - The selected BFP 'Employee of the Year' will be recognized at the Board of Directors Meeting and the BFP All-Staff Meeting.
- Prize Determination:
  - The BFP 'Employee of the Year' will be provided BFP apparel of their choice (not to exceed \$100) and 'one day off voucher'.
- A secondary Annual Award will be presented to the BFP employee who receives the most number of coins in a fiscal year (July 1 – June 30). That employee will be able to 'cash in' their coins for the purchase of a BFP T-shirt of their choice (not to exceed \$35).



**“KUDO KORNER”**

- Located at each Care Center and the North Drive office in Suite E. Bulletin Boards will be provided in the lobby or centralized area of the Care Center to display the ‘Kudo’s’ received.
- Kudo’s will be received via the kudo’s email, BFP website or through Kudo’s slips provided at each location. The Kudo’s slips will be maintained, collected and scanned to the kudo’s email address at each location by the Administrative Assistant or Receptionist.
- Kudo’s will remain posted for 30 days at their designated location. The Kudo Korner bulletin board will be maintained by the location Administrative Assistant or Receptionist.

**“SERVICE AWARDS”**

- BFP employees will be honored by their years of service on a quarterly basis at the All-Staff Meetings.
- BFP employees will receive a recognition token for their years of service to the Brevard Family Partnership organization for the following years:
  - 5 years of service - Clock Plaque
  - 10 years of service - TBD
  - 15 years of service - TBD
  - 20 years of service - TBD
- The BFP Leadership Team will develop budget annually for determination of type of Service Award presented based on availability of funds for that fiscal year.

**“EMPLOYEE APPRECIATION WEEK”**

- The annual BFP ‘Employee Appreciation Week’ will be coordinated by the Leadership Team. The BFP Strategy Team will designate a specific week during the year that BFP current staff members will be appreciated in an ‘event’ or a series of events.

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:

DR. PATRICIA NELLIUS-GUTHRIE  
Chief Executive Officer  
Brevard Family Partnership

APPROVAL DATE: 5-24-10