



- Administrative
- Departmental

<b>SUBMITTED BY:</b> _____ Christine Stiltner-Angulo  <b>Title:</b> Entity Events Manager	<b>APPROVED BY:</b> _____ Evidence-Based Clinical Practice Council  <b>Responsible Department:</b> Administration
<b>APPROVED BY:</b> _____ Nancy Pobiones <b>Title:</b> AVP, Professional Services	<b>APPROVED BY:</b> _____ Lincoln Mendez <b>Title:</b> Chief Executive Officer
<b>Creation Date:</b> 04/09 <b>Review Date:</b> _____ <b>Revision Date:</b> 11/11, 3/16	

**THIS PROCEDURE SUPPORTS THIS POLICY:**  
 SMH-900 South Miami Hospital Administrative Policy

**PROCEDURE TITLE:**  
 Employee of the Month/Year Recognition Program

**PROCEDURE STATEMENT:**  
 The Employee of the Month Committee will meet monthly to select an Employee of the Month. Annual employee voting will be conducted to select an Employee of the Year from one of the Employees of the Month from the current calendar year. Employee of the Month Committee members are not eligible to nominate an employee for Employee of the Month.

**RESPONSIBLE DEPARTMENT / PERSONNEL: (Optional)**

**AUTHORITY / ENFORCEMENT: (Optional)**  
 Evidence-Based Clinical Practice Council and Leadership.

**DEFINITIONS: (Optional)**

**PROCEDURES FOR IMPLEMENTATION (INCLUDING FORMS / SYSTEMS):**

1. Qualification: Each candidate must have:
  - a. At least three (3) written nominations giving examples on how this employee would be an excellent model for Service Excellence; nominations may be in the form of patient gratitude letters and/or nomination forms submitted via [www.smhrewards.net](http://www.smhrewards.net).
  - b. Department leader must be notified of the employee's nomination.
  - c. Have at least two years of service at South Miami Hospital as full-time, part-time, or per diem employee with a minimum of 20 hours per week.

All references to Policies must go to the BHSF Master Copy on the BHSF Intranet; do not rely on other versions / copies of the Policy.

- d. Exceeds or Fully Meets Expectations on most recent evaluation.
  - e. Have no warnings or grievances on file in the past 12 months.
  - f. Corporate and Baptist employees are eligible if they are based at South Miami Hospital.
2. Other Criteria Considered:
- a. Has not been an Employee of the Month recipient in the last five years.
  - b. Supervisors, managers, directors and vice presidents are not eligible for consideration.
  - c. No more than one employee from each department can be Employee of the Month during a calendar year.
3. Nominations are held for 12 months from time of receipt.
4. Employee of the Month Rewards/Recognition:
- a. The Chief Executive Officer (CEO), Chief Nursing Officer (CNO) or Vice President will present the new Employees of the Month with the following:
    - i. A certificate signed by the CEO in a plaque.
    - ii. Employee of the Month pin.
    - iii. 30-day parking tag, which gives the employee access to the Employee of the Month parking spot.
    - iv. Letter stating that the employee will receive a \$100 bonus on his/her next paycheck.
    - v. A picture of the employee posted by the Cafeteria
  - b. Employees of the Month will be invited to attend, as well as to participate in the next calendar year's Employee of the Month Committee.
  - c. The Employee of the Month may be called upon to represent South Miami Hospital at various functions throughout the year.
  - d. Each Employee of the Month is eligible to become the Employee of the Year, chosen by all South Miami Hospital employees during a confidential ballot election held at the end of the year. The Employee of the Year receives a \$500 bonus, a designated parking spot for an entire year, a pin and will be invited to attend various functions throughout the year.

**RENEWAL / REVIEW:**

All procedures will be reviewed periodically and on an as needed basis.

**SUPPORTING/REFERENCE DOCUMENTATION:**

N/A

**RELATED POLICIES, PROCEDURES, AND ASSOCIATED FORMS:**

Employee of the Month nomination forms: [www.smhrewards.net](http://www.smhrewards.net)