



Administrative
 Departmental

SUBMITTED BY:
Karen Vassell

APPROVED BY: Evidence - Based
Clinical Practice Council
Evidence-Based Clinical
Practice Council

Title: Employee Event Coordinator

**Responsible
Department** Administration

APPROVED BY:
Hilde Zamora de Agüero
Human Resources Site
Director

APPROVED BY:
Rick Freeburg
Title: Chief Operating Officer

Creation Date: 04/09
Review Date: _____
Revision Date: _____

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 who represents Service Excellence for each calendar month (12). Annual employee voting will be conducted to select an Employee of the Year from one of the Employees of the Month from the previous calendar year. Employee of the Month Committee members cannot 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 why this employee would be an excellent model for Service Excellence; nominations may be in the form of patient gratitude letters.
 - b. Department manager 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 casual employee with a minimum of 20 hours per week.
 - 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. 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 and will not carry over 12 months.
4. Employee of the Month Rewards/Recognition:
- a. The CEO (Chief Executive Officer) or vice president will present the new Employees of the Month with the following:
 - i. A plaque signed by the CEO.
 - ii. A buddy badge for 10 meals in the cafeteria or a \$50 gift certificate for the gift shop.
 - iii. Employee of the Month pin.
 - iv. 30-day parking tag, which gives the employee access to prime parking spots.
 - v. Letter stating that the employee will receive a \$100 bonus on his or her next paycheck. (Employees of the Month will receive an additional \$50 at the end of the year, except for the employee chosen as Employee of the Year. That person receives an additional \$500 bonus).
 - b. Employees of the Month will be invited to attend at least one New Employee Orientation with the CEO.
 - 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 secret-ballot election held in the spring. 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 for free.

RENEWAL / REVIEW:

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

SUPPORTING/REFERENCE DOCUMENTATION:

N/A

RELATED POLICIES, PROCEDURES, AND ASSOCIATED FORMS:

N/A