



<b>POLICY AND PROCEDURE</b>	
SUBJECT/TITLE:	Employee Recognition Policy
APPLICABILITY:	All Staff
CONTACT PERSON & DIVISION:	Health Commissioner, Administration
ORIGINAL DATE ADOPTED:	06/06/2018
LATEST EFFECTIVE DATE:	06/06/2018
REVIEW FREQUENCY:	5 years
BOARD APPROVAL DATE:	N/A
REFERENCE NUMBER:	800-025-P

**A. PURPOSE**

Canton City Public Health (CCPH) values the hard work and dedication of its employees. It is important for employees to feel valued, recognized, and appreciated.

**B. POLICY**

CCPH is committed to providing an affirmative working environment for all employees. Positive recognition is an important part of creating this environment. Employees can be recognized formally at the annual all-staff meeting or informally as opportunities arise. Coworkers can also nominate each other for providing outstanding service to a co-worker or a customer in the performance of their duties, or for appreciation of a co-worker’s attitude, attendance, and dedication using the Employee Peer Recognition Nomination form.

**C. BACKGROUND**

According to the American Psychological Association for Organizational Excellence, “Employees who said that recognition practices are fair, that direct supervisors provide recognition effectively, and that they value the recognition they receive, reported a variety of positive outcomes. They reported higher levels of job satisfaction, a greater likelihood to work harder because of the recognition they receive, stronger motivation to do their best and a greater sense of feeling valued. More than a quarter of working adults (28%) said that written or verbal appreciation from their direct supervisor is important. But when it comes to the types of recognition that working Americans say are important to them, money tops the list.”

The Association goes on to say, “It’s important to identify what motivates individual employees and what types of recognition they value. This way, an employer can reward and recognize individual accomplishments effectively. Making meaningful employee recognition part of your organization’s culture can go a long way toward improving job satisfaction, motivation and work effort. Ultimately, recognizing people for a job well done is good for your employees and good for your organization.”

Taking this information into consideration, CCPH initiated an employee recognition survey to determine the preferences of all employees. The link for the survey will be sent by the Fiscal Officer to all new employees within 30 days of beginning employment as part of the onboarding policy. Once the survey is complete, the results will be available to all supervisors. This survey can be updated at a minimum of once every five years.

**D. GLOSSARY OF TERMS**

**Formal recognition-** Recognition given to an employee either as an award/certificate or gift. This type of recognition should be documented in the employee’s annual evaluation. Gifts amounting to \$5 or less do not need to be documented.

**Informal recognition-** Recognition given to employees on a more regular basis. Informal recognition could be a note of thanks or even a verbal recognition of a job well done.

**Customer-** A customer can be defined as a customer, client, patient, community at large, food vendor, business, etc.

## E. PROCEDURES & STANDARD OPERATING GUIDELINES

It is important for a recognition program to be meaningful to both the awardees and the others in the department. There are two types of recognition that can be given to employees: formal & informal. With all recognition, supervisors/directors should take into account staff preferences. Employee recognition survey results should be utilized as needed.

### Recognition Methods:

**All-Staff Meeting:** CCPH All-Staff meeting is held annually. It is one of the few opportunities where CCPH all staff are able to come together for agency updates, staff development and camaraderie. New employees are introduced and given the opportunity to meet co-workers from various divisions. This meeting is also an opportunity for supervisors and/or coworkers to either nominate staff members for recognition or give formal recognition to staff. The All-Staff meeting is also an opportunity to recognize those who may have received awards from outside agencies in the past year.

**Staff Breakfast/Luncheons:** Staff breakfast and luncheons are held throughout the year. Money earned from vending machine sales help to finance meals, with some employees contributing food, money or time to make these possible. These meals allow for staff interaction in a more relaxed setting.

**Local, State and National Award Nominations:** As opportunities present themselves, staff are able to nominate a co-worker for outside awards as they see fit.

**Division Recognition:** Division leaders have the discretion to create recognition programs or incentives for their staff members. Examples could include division staff luncheons, acknowledgement at division meetings, or an email sent out to the group or individual. This type of recognition should be personal for the division and appropriate for the staff members in their division.

**Peer Recognition:** Staff are able to nominate any employee at CCPH for recognition using the Employee Peer Recognition Nomination form. These forms should be given to the nominee's supervisor who should then give to the employee in a timely manner. If desired, a copy can be kept by the supervisor. This form of recognition should not be considered as a formal recognition.

## F. CITATIONS & REFERENCES

APA Center for Organizational Excellence:

<http://www.apaexcellence.org/resources/creatingahealthyworkplace/employeerecognition/>

<http://www.apaexcellence.org/resources/special-topics/employee-recognition>

## G. CONTRIBUTORS

The following staff contributed to the authorship of this document:



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Prevent. Promote. Protect.

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## H. APPENDICIES & ATTACHMENTS

## I. REFERENCE FORMS

800-025-01-F\_Employee Peer Recognition Nomination Form

## J. REVISION & REVIEW HISTORY

Revision Date	Review Date	Author	Notes

## K. APPROVAL

This document has been approved in accordance with the “800-001-P Standards for Writing and Approving PPSOGFs” procedure as of the effective date listed above.