

MIND SPRINGS, INC.

EMPLOYEE QUARTERLY RECOGNITION AWARD PROGRAM

Guidelines

Eligibility Requirements to Nominate or Receive an Award:

- Part-time, Full-time, and Relief employees are eligible to *win* an Award. Nominees must have worked at Mind Springs Health for one (1) year, and work at least an average of 20 hours per week, not to include on-call hours.
- Part-time, Full-time and Relief Employees are eligible to *nominate* an employee for an award. Nominators must be employed at least six (6) months, and work at least an average of 20 hour per week in the last six months, not to include on-call hours.
- Supervisors and Managers are eligible to write and receive awards, as long as they meet the criteria above.
- Corporate Leadership Team is excluded from receiving awards.
- Nominees cannot have been the recipient of the Employee Recognition Award during the previous two (2) quarters.

Criteria for Nominations:

Award nominations should site examples of the following characteristics during the previous quarter:

1. Consistently demonstrates excellent work habits and dedication to his or her job.
2. Work performance **above and beyond** a person's regular job description.
3. When writing the nomination, **specific examples of the nominee's work are strongly encouraged**. Describe why the person deserves the award in detail. Show the overall benefit that Mind Springs Health and West Springs Hospital has gained by the efforts of the employee.
Helpful Hint: Check with co-workers and supervisors to see if they can add anymore information to the nomination. The more specific the information is, and examples cited, the better chance of winning an award.
Helpful Hint: If the description is their job duties and they are doing a superior job, then that merits a congratulations and thank you, but probably not additional monetary recognition.

Nomination Process:

Nominations must be submitted in writing on the Nomination Form by the deadline to be considered. Other letters in support of nominations are strongly encouraged and should be attached to the nomination form. Nomination forms must be scanned/faxed/mailed to Human Resources by the deadline set forth, and they will be forwarded to the Employee Recognition Committee for consideration. If received after the deadline, nominations will be kept on file until the next Quarterly Recognition Award.