

GUAM BEHAVIORAL HEALTH AND WELLNESS CENTER		
<b>TITLE:</b> Employee Recognition Program	<b>POLICY NO:</b> AD-HR-12	Page 1 of 2
<b>RESPONSIBILITY:</b> Human Resources		
<b>APPROVED BY:</b> <i>Mearnik</i> 7/17/19 THERESA C. ARRIOLA, DIRECTOR	<b>DATE OF ORIGINAL APPROVAL:</b> 03-26-1991	
	<b>LAST REVIEWED/REVISED:</b> 7/17/19	

**PURPOSE:**

To inspire excellence in the work environment and promote staff morale by recognizing employees that have achieved outstanding work performance through individual efficiency, productivity, and moral support while contributing to GBHWC in accomplishing its mission, vision, and values.

**POLICY:**

- A. GBHWC will show its appreciation for the hard work and dedication of its employees by publicly acknowledging and rewarding their exemplary efforts and accomplishments in its quarterly recognition program. Awards will be given on a quarterly basis with the justification of performance limited to such periods:
  1. January through March
  2. April through June
  3. July through September
  4. October through December
  
- B. Eligibility includes any full-time, classified or unclassified GBHWC employee who:
  1. has been employed by GBHWC for at least 6 months.
  2. possesses no disciplinary record of any kind during the quarter that is being evaluated.
  
- C. Each supervisor may nominate one employee under their direct supervision along with a short description of the nominee's exemplary performance during that quarter using the Employee of the Quarter Nomination Form. Nominated employee must consistently exemplify outstanding performance of their duties/responsibilities and maintain exceptional punctuality and work attendance, in addition to meeting at least 2 of the following criteria:

Category	Description
Creativity and Innovation	Invention and adoption of ideas and impact of creativity on the services. Initiates suggestions to improve his/her work environment and/or process. Suggestions may include the removal of barriers that prevent improvement of services
Customer service	Maintains positive attitude and work relationships with co-workers and/or clients and demonstrates positive customer service skills with co-workers, supervisors, consumers, and the public.
Distinguished Accomplishment or Achievement:	A notable event or achievement that is significant in scope, effort, or impact on operations or service to the public.
Meritorious Service	Frequently volunteers and contributes above and beyond his/her service level commonly expected by staff and public that is of great benefit to, or reflects highly on, GBHWC or Guam.

Integrity	Ethical behavior that reflects adherence to the employee ethical conduct and responsibilities of government employees and GBHWC Ethical Code of Conduct policy.
Volunteerism	Outstanding levels of service outside the normal work hours to a government event or non-profit organization dedicated to service, charitable humanitarian, or philanthropic causes.

- D. An Employee of the Quarter will be selected by the Director and Deputy Director among the nominees submitted by each program or discipline supervisors and awarded with;
1. Certificate of Achievement.
  2. Letter of Commendation from the Director for his/her personnel file.
  3. A designated parking stall for the quarter.
  4. Picture to be posted on the bulletin board in the common area, and GBHWC website and other GBHWC social media platforms.
  5. Any other award benefit shall be considered subject to approval by the Director and Deputy Director and as long as it does not violate the Employee Ethical Conduct and Responsibilities of Government Employees.

#### **PROCEDURE**

- A. Supervisors must submit at least one nominee for the Employee of the Quarter to Human Resources Office on the last week of March, June, September and December.
- B. Human Resources Personnel shall compile all write ups and make copies for the Director and Deputy Director for selection.
- C. Employee of the Quarter shall be announced in the Management Meeting followed by a short awarding ceremony.

#### **REFERENCE(S):**

#### **RELATED POLICY (IES):**

**SUPERSEDES:** Employee Recognition Program; ORG 16 - 1; 1/18/1991; Wingfield, Marilyn L.

**ATTACHMENT(S):** F-AD-HR-12 Employee of the Quarter Nomination Form



**GUAM BEHAVIORAL HEALTH & WELLNESS CENTER**

790 Gov. Carlos G. Camacho Rd. Tamuning, Guam 96913

TEL: (671) 647-5330 FAX: (671) 649-6948

## Employee of the Quarter Nomination Form

<b>Date</b>		<b>Quarter</b>		<b>Division</b>	
<b>Nominee</b>				<b>Position Title</b>	

**Why does this employee deserve to be Employee of the Quarter? Give specific examples of how this nominee has exhibited outstanding work performance (see eligibility and criteria in Employee Recognition Program P&P).**

<b>Signature</b>	
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<b>Supervisor Name &amp; Position Title</b>	
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**Reviewed by:**

<b>Deputy Director</b>	<b>Signature</b>
	<b>Comments:</b>

<b>Director</b>	<b>Signature</b>
	<b>Comments:</b>



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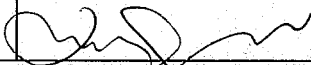
**REVIEW AND ENDORSEMENT CERTIFICATION**

The signatories on this document acknowledge that they have reviewed and approved the following:

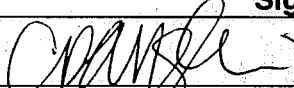
**Policy Title: Employee Recognition Program**

**Policy No: AD-HR-12**

**Initiated by: Human Resources**

Date	Signature
7/2/19	

Maelei Rose Sampson  
Human Resources

Date	Signature
7/2/19	

Carissa Pangelinan  
Deputy Director