

MARKLUND
HUMAN RESOURCES POLICY AND PROCEDURE

POLICY NO: 3.10.1 **PAGE: 1 OF: 1**
SUBJECT: EMPLOYEE RECOGNITION PROGRAMS
DEPARTMENTS AFFECTED: ALL **APPROVED BY: LEADERSHIP 12-12-12**
ISSUE/REVISION DATE: 12-18-00 **EFFECTIVE DATE: 11-15-00**

PURPOSE:

Marklund believes that people are its most important resource. Supervisors are encouraged to recognize the efforts of their employees all year long. Peer recognition is also encouraged. The organization also has several formal programs in place to recognize employees through out the year for service and performance. The extent in which any program can be carried out each year will depend on the financial constraints of the organization.

POLICY:

Marklund's formal programs are as follows:

Holiday Party:

A holiday party is held for all employees at a banquet hall or a restaurant. Those staff that are working during the Holiday Party are given a catered meal at the same time.

TEAM Recognition:

Employees are nominated by peers, supervisors, parents, or volunteers for efforts that demonstrate teamwork. Monthly recognition is given to one employee that is voted upon by a committee from nominations at each facility. An annual recipient per site is recognized at the Holiday Party for TEAM player of the year.

Claire Haverkampf:

Annually, one employee is recognized by his/her peers as the recipient of the Claire Haverkampf award. The award began in 1997. Its purpose is to commemorate the memory of Marklund's founder, Claire Haverkampf, by recognizing one employee that exemplifies Claire's qualities. The recipient is recognized at the Holiday Party.

Pins for Years of Service:

Employees that celebrate 5, 10, 15, 20, 25, 30, or more years of service are presented with a pin, celebrating the commitment to Marklund and its mission. Employees are given this pin in a ceremony at the annual Holiday Party or in a small ceremony at their facility. They are also recognized in the Payroll memo in the month of their anniversary.

Volunteer Recognition Luncheon:

When employees volunteer in departments other than their paid position, they are recognized as volunteers. Pins are awarded for hours spent volunteering.

Individual departments or facilities may use their discretion for other celebrations.