

**MARKLUND**  
**HUMAN RESOURCES POLICY AND PROCEDURE**

<b>POLICY NO: 3.10.3</b>	<b>PAGE: 1 OF 1</b>
<b>SUBJECT: EMPLOYEE COMMENDATIONS</b>	
<b>DEPARTMENTS AFFECTED: ALL</b>	<b>APPROVED BY:</b>
<b>ISSUED: 12/31/91</b>	<b>EFFECTIVE DATE: 7-1-91</b>
<b>REVISED: 7-14-98</b>	

**PURPOSE:**

Marklund believes that people are its most important resource. While all employees are expected to perform to the best of their abilities, supervisors are encouraged to recognize special efforts expended by their people.

**POLICY:**

On occasion the actions of an employee may warrant formal commendation and should be brought to the attention of Administration and fellow employees.

To facilitate this, a formal commendation form is provided for use of supervisors. Employees receiving such commendations will have their names and action cited published in the staff stuff.

**PROCEDURE:**

<u>Responsibility</u>	<u>Action Taken</u>
Supervisor	Prepares formal commendation, using Performance Review form, stating the action being recommended (attach any documentation concerning the Action).
Human Resources Department	Has commendation placed in employee's file.
Charities Office	Arrange for publication in newsletter.