

MARKLUND
HUMAN RESOURCES POLICY &
PROCEDURE

POLICY NO: 6-2 **PAGE: 1 OF 2**
SUBJECT: Claire Haverkamp Commemorative Award
DEPARTMENTS AFFECTED: ALL **APPROVED BY: LEADERSHIP**
ISSUED: **EFFECTIVE DATE: 06/09/21**

PURPOSE:

To provide thorough explanation of the Claire Haverkamp Commemorative Award process, including eligibility requirements, selection process, and awards presented to finalists and award recipient.

POLICY:

Annually, one employee recognized by his/her peers is the recipient of the Claire Haverkamp Commemorative Award. Its purpose is to commemorate the memory of Marklund's founder, Claire Haverkamp, by recognizing one employee that exemplifies Claire's qualities. The award process is coordinated annually by the President/CEO, Executive Assistant to the President, and Director of Marketing and Communications.

PROCEDURE:

Eligibility

To be eligible for the Claire Haverkamp Commemorative Award, an employee must have been employed a minimum of seven (7) years with Marklund as of January 31st the previous year. SPOT members and In-House Registry (IHR) employees are not eligible, regardless of length of service at Marklund. Any previous Claire Haverkamp Commemorative Award winner since 2010 will not be eligible to win.

Voting Process

NOTE: While votes are collected from each site, votes **MUST** be kept confidential. Returned votes are to be collected, kept in an envelope and returned to the Executive Assistant to the President. Under no circumstances are votes to be reviewed or counted by anyone other than those selected to be in the committee that tallies the votes.

Round One: All eligible employees are listed with their site location on the Round One ballot, Each Marklund employee may turn in one (1) ballot with three (3) choices circled. Votes for Round One are collected over an approximate three-week period. Once all Round One votes are collected from all sites, they are counted by a pre-selected committee. The top 10% of highest votes advance to Round Two.

Round Two: Round Two employees are listed on the Round Two ballot with their name, title and site location. Each employee may choose one name on the ballot to submit. Round Two votes are collected for approximately three (3) weeks. Once all votes for Round Two are collected from all sites, they are counted by a pre-selected committee. The top three (3) employees from Round Two move onto the Board of Directors Selection Committee.**

Board of Directors Selection Committee: Once the three finalists are announced, employees are asked to submit written statement explaining their reasons for voting for a particular finalist. These statements are collected and given to the Board of Directors Selection Committee to read and help them decide on the winner. This committee is selected by the Marklund President/CEO. The Board of Directors Selection Committee is also given each employee's title and years of service at Marklund. The Selection Committee will schedule a private meeting to discuss the final candidates and will notify the President/CEO of the employee chosen to receive the Claire Haverkamp Commemorative Award. The winner is then announced and recognized at the annual Employee Recognition Dinner.

Prizes for Finalists and Claire Haverkamp Commemorative Award Recipient

Award Winner: The Claire Haverkamp Commemorative Award recipient will receive forty (40) hours of PTO added to their available balance along with a second direct deposit in the amount of:

- **\$ SUM** (\$3,000.00 minus \$ HOURLY RATE x 40 hours) AFTER TAXES.

Finalists: Employees that are finalists in the Board of Directors Selection Committee are each awarded \$1,000.00 after taxes.

***PLEASE NOTE: Prizes are subject to change at anytime without notice.**

**** If votes result in a tie, four (4) employees may be advanced to the Board of Directors Selection Committee.**