



Employee Recognition

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I. Purpose

To establish UCP of Maine's approach to ensuring timely and consistent employee recognition activities.

II. Policy

It is the intent and desire of UCP management to ensure employees feel valued, recognized and appreciated. This policy provides a guide on ensuring such recognition is built into the culture of the organization, but is not intended to limit the types of recognition that UCP management use for staff.

Employees will be minimally recognized as follow:

- Years of Service – in 5 year increments
- Professional Recognition Weeks that honor the various groups of UCP professionals
- Outstanding Performance/Professional Excellence
- Agency Annual Employee Events

III. Procedure

Service Recognition:

Responsible: Chief Executive Officer (CEO) and Director of Human Resources

1. Director of Human Resources or designee will ensure a service recognition list is generated each fiscal year that lists employees in each area that are reaching 5-year milestones. This list will be sent to the Payroll Department.
2. Director of Human Resources or designee will generate service certificates recognizing the employees and have them signed by the CEO and Board President and then laminate.
3. Upon the anniversary of the employee reaching a 5-year milestone, the Payroll Department will process payment via direct deposit in the check following the service anniversary date, to the employee for an amount that is 10x the number of years of service (ex. 5 years = \$50, 10 years = \$100, etc.).
4. Director of Human Resources will schedule the award presentation with the department manager and CEO, inviting all other Directors to attend. The

certificate will be presented by either the CEO or the Director over the program in which the employee works.

Professional Recognition Weeks:

Responsible: Human Resources & Department Management

1. Human Resources will maintain a list of Professional Recognition Weeks ensuring that all positions at UCP are included in the schedule. Human Resources will share this list with Directors annually for budgeting purposes.
2. Human Resources will budget for a token of appreciation each year that recognizes all employees being recognized in the appropriate month. (A token of appreciation may be a small gift card, logo swag, etc., and will be decided upon annually.)
3. Human Resources will coordinate the signing and distribution of "thank you" cards and agency tokens of appreciation for all staff being recognized throughout the year, ensuring timely distribution.
4. The Marketing Department will arrange for recognition banners to be on display at the site(s) where recognized employees work, as well as promoting staff via social media and other methods.
5. Department Management will budget and plan for additional professional recognition activities for their employees in the months professional recognition designated.

Outstanding Performance/ Professional Excellence

Responsible: Department Management

Departments will develop department-based recognition activities and programs that recognize staff in their area for exceeding performance expectations.

Agency Annual Employee Events

Responsible: CEO, Human Resources & Directors

1. The CEO, and Directors will plan an annual employee event to thank employees for their hard work. Human Resources will budget for the employee event and the leadership team will assist in the planning.
2. The CEO and Director of Human Resources will develop and host an annual Management Training Day for UCP managers that works to show appreciation for management and provide professional development training. Human Resources will budget for the annual management event.



Scott Tash, CEO



Date