

## EMPLOYEE RECOGNITION

Applicability: This policy applies to all Oak Hill employees.

Employee recognition is an important part of Oak Hill's culture and practice. Oak Hill's Employee Recognition program provides employees with the opportunity to be recognized in front of their peers and administrators for their dedication to our Mission and our program participants. We strive to thank employees for their contributions to the organization and their positive contributions to Oak Hill's success.

### **A. Employee of the Month.**

Each month, one or more eligible employees will be selected as Employee(s) of the Month, based on excellence in job performance and work that goes beyond the call of duty. Eligibility for selection is limited to full and part-time employees who have been employed at least six (6) months. Administrators and substitutes are not eligible for selection. Employees of the Month receive a check for \$150, an additional vacation day added to the employee's vacation bank, a framed certificate, recognition in Oak Hill's Employee Newsletter, and are invited to attend Oak Hill's annual meeting. Details about the nomination and selection process may be obtained from Human Resources.

### **B. Program of the Quarter.**

The "Program of the Quarter" award recognizes any program where the employees have gone beyond the call of duty to serve the program participants. The program location gets \$250 to be used for the program. The Program of the Quarter is recognized in Oak Hill's Employee Newsletter.

### **C. Anniversary Milestones.**

Employees who reach their five (5) year anniversary at Oak Hill are awarded with a pin, and are recognized for their longevity every five (5) years. Pins are distributed in a manner that provides appropriate recognition to the employee. Employees who celebrate their 25<sup>th</sup> anniversary at Oak Hill are invited to and recognized at Oak Hill's Annual Meeting.

### **D. Spotlight on Employees.**

Each issue Oak Hill's Employee Newsletter, published three (3) times a year, highlights the achievements of an outstanding Oak Hill employee.

Approved: June 12, 2008