

## Nutrition Services Employee Recognition Plan

All employees can nominate an employee of the month by following the process below.

### Process:

A ballot box will be placed in the Employee of the Month area next to the bulletin board in the kitchen. Nominations for Employee of the Month will be taken the last week of each month for one week to include a weekend. The ballot box will be taken up on the Monday following the weekend.

All nominations will be qualified to make sure they meet the basic quantifiable requirements.

Nominations will be posted on the bulletin board in the nutrition services area the Wednesday following the selection by the Nutrition Services Managers. Each poster will contain the employee's picture, employee name, employee area, nomination description (paragraph describing why they were nominated) and the name of the nominator.

No employee can nominate themselves.

Nominations will be collected from the evening of the 2<sup>nd</sup> Wednesday to the 3<sup>rd</sup> Monday.

Each employee will be given one vote on a ballot with their NAME on it. Ballots will be distributed to employees by their supervisor.

The votes will be counted the 3<sup>rd</sup> Monday of the month. In case of a tiebreaker senior management will be the deciding vote..

Nutrition Services department meetings are held on the 3<sup>rd</sup> Wednesday of each month where the winner and runner-up are announced. First place winner's picture is taken for the "EOM Plate of Excellence" in the cafeteria with his/her story, name and area. That same information will be submitted to the Reddie Report and Update Magazine Accolades section.

There will be a pool of rewards chosen for the 1<sup>st</sup> and 2<sup>nd</sup> place. The first place winner will get to choose prizes for 4000 points or less. The second place winner will get to choose prizes for 2000 points or less.

### Eligibility Requirements Include:

- Employee must not have any unexcused absences or tardies for the month of the nomination
- Employee must not have any written disciplinary actions in their file for the past 90 days.
- Supervisor and/or manager recognizes employee for good work performance and good attitude.
- Employee must be nominated on appropriate form with the nominator's name on it and a brief story or description of why that employee was nominated