



360 Merrimack Street, Building 9, Lawrence, MA 01843



RiseHi –Employee Recognition Program Description

Purpose

The purpose of the Home Health Foundation RiseHi Employee Recognition Program is to recognize those employees whose performance and behaviors exemplify commitment to RiseHi.

The program will provide awards to selected employees both monthly and annually by means that is fair, with equal consideration of all eligible staff.

Committee Composition/Objectives

The committee is comprised of a group of selected employees on an annual basis. Employees selected to be part of the committee have been nominated by either a Vice President and/or Director or Manager. The committee will have the responsibility for managing the nomination, selection, and award process for the program.

The committee will evaluate the nominations for the employee of the month and select the recipients of the awards each month. In collaboration with the Executive Management Committee (EMC), the committee will assist in the selection of both the employee of the year and leader of the year.

Nominations

- Nominations may be made by any employee and must be submitted on the form available and received by the committee by the 20th of each month in order to be considered for that particular month's award.
- Forms are located in Human Resources, Branch offices and on the Home Health Foundation Education Website.
- Nominees who do not receive the award of the month in which they have been nominated will remain in the nominee pool until the end of the calendar year.
- There will four employees recognized monthly from each company- HomeCare Inc., Home Health VNA, Merrimack Valley Hospice and Home Health Foundation.
- Employee of the Year nominations will be selected from the nominations received throughout the year.

Criteria

The following criteria must be met. It is the committee's responsibility to verify the nominee's employment record reflects the following:

- Must be an employee of Home Health VNA, Merrimack Valley Hospice, HomeCare, Inc. or Home Health Foundation for at least six months.
- Has not been selected as the employee of the month within the past 12 months.
- Has demonstrated one or more of Home Health Foundation's RiseHi Employee Commitment Standards of Excellence.
- Has a distinguished attendance record.
- Has not received a formal, documented corrective action or placed on a Performance Improvement Program (PIP) in the last 12 months.

Award Framework

Award recipients shall receive:

- A visit from a member of the committee and the President/CEO (or a VP) to present the award.
- Photo taken for publication for both internal and external communication.
- An employee of the month certificate.
- A chance to spin the “Wheel of Fortune” for a gift of appreciation.
- Nomination for Employee of the Year Award.

Employee of the Year

Recipients of the employee of the month award shall be automatically nominated for the employee of the year award. Employees not nominated for an employee of the month can be nominated for the employee of the year anytime. The same selection criteria will be followed. There will be one (1) employee of the year selected by the committee.

Award Framework

Employee of the year recipient shall receive:

- A visit from a member of the committee and the President/CEO (or a VP) to present the award.
- Photo taken for publication for both internal and external communication.
- An employee of the year certificate and plaque.
- Letter of congratulations from the Board of Directors and EMC.
- A predetermined employee incentive/bonus.

Leader of the Year

The Leader of the Year recognizes a leader whose actions demonstrated the most significant impact in the Pillars of Excellence areas of People, Service, Collaboration and Finance or Growth.

A leader of the year will be selected based on nominations submitted to the nomination committee. The nomination committee will submit to EMC, the top two (2) choices for final confirmation.

Award Framework

Leader of the year recipient shall receive:

- A visit from a member of the committee and the President/CEO (or a VP) to present the award.
- Photo taken for publication for both internal and external communication.
- A Leader of the year certificate and plaque.
- Letter of congratulations from the Board of Directors and Executive Team.
- A predetermined employee incentive/bonus.