

**GEORGIA REGIONAL HOSPITAL AT SAVANNAH**  
**"Employee of the Quarter"**  
**Recognition Program/Guidelines**

The "Employee of the Quarter" is a recognition program that shall be awarded to an employee of GRH/S or community program operated by GRH/S. The employee must be in good standing, i.e. the nominee must not be under disciplinary action or a performance improvement plan, who meets specific criteria and has made an exceptional contribution in any of the following ways:

- One who clearly and demonstrably was effective in saving the life of or preventing a serious injury to a client or co-worker; or
- One who risked their own safety to protect or save State property from natural or unnatural disasters; or
- One who has made an outstanding or unusual achievement in
  - **Performance** of assigned duties
  - **Teamwork** by encouraging and facilitating cooperation, pride, trust and group identity, and working well with others
  - **Customer Service** by providing information and quality services in a professional and courteous manner when working and communicating with the general public or internal or external customers; or
- One who has consistently provided exceptional service and demonstrated **Organizational Commitment** by displaying a high level of effort and commitment to performing work, operating effectively within the organizational structure, and demonstrating trustworthiness and responsible behavior with a positive attitude.

**Procedures:**

- 1) Nominations for "Employee of the Quarter" may be made by any employee of GRH/S or community program operated by GRH/S.
- 2) The nominator shall complete the "Nomination for Employee of the Quarter" form in detail for each nominee. (See attached)
- 3) The completed form shall be submitted to the chairperson/co-chairperson of the Employee Morale and Services (EMS) Team or a team member.
- 4) The Employee Morale and Services (EMS) Team shall consult with the Human Resources Director/designee and the respective department head on all nominations to ensure the employee is in good standing and shall vote on the entries submitted. The nominee selected shall then be forwarded to the Facility Leadership Team for review. In the event of a tie, the Facility Leadership Team shall have the deciding vote.
- 5) The "Employee of the Quarter" award shall be presented to one employee during the General Staff Meeting in January, April, July and October.
- 6) The recipient of the "Employee of the Quarter" shall receive a certificate of appreciation, an assigned parking space for the quarter, recognition on the outside message board for one month, an article written about them in the Reporter, have name engraved on "Employee of the Quarter" plaque displayed in the lobby of Building 1 along with the employee's picture, and a gift certificate in the amount of \$20 to a local restaurant.

*(Revised 11/28/06)*