

MATERIALS MANAGEMENT DEPARTMENT CLINICAL PROGRAMS

EMPLOYEE RECOGNITION PROGRAM

Effective July 1, 2006, the Materials Management Department, Clinical Programs, will implement an employee recognition program. This program will fall under the guidelines of the CARE Advisory Council and will reflect the core values of the CARE program and the theme, "You are the Essential Link."

Frequency: Department employees will be nominated and selected on a semi-annual basis. This will occur on or about January 1 and July 1 of each calendar year.

Nomination/Selection Committee: The committee will be comprised of the following staff;

- Assistant Director
- Central Supply Manager
- Buyer Team Leader
- Management Project Analyst I
- OR Supply Supervisor
- Central Supply Supervisor
- Central Sterile Supervisor
- Previous six months' Winner

Nomination Eligibility: All hourly employees and salaried non-management staff in Purchasing, Central Supply, Surgery Supply and UAMS employees in Linen Services. Previous winners may not be nominated until at least three years after winning. Nominees must be in good standing in their personnel file, ie; no written warnings on file during the previous 12 months. Nominated employees who serve on the Nomination/Selection Committee must reclude themselves from the selection process.

Nomination Process: The departmental nomination form will be made available to all department employees, approximately 30 days in advance of the semi-annual dates. All department employees may make nominations. Clear, specific reasoning and purpose must be documented on the form. Forms are to be turned in to the Management Project Analyst I.

Selection Process: The Nomination/Selection Committee will convene to review all nomination forms. In reviewing each nominee, the committee will consider the following criteria in making the final selection;

- Attendance/Punctuality
- Completion of daily work and willingness to take on additional work
- Specific examples of customer service, beyond normal expectations
- Volunteerism
- Specific examples of creativity/process improvement

- Consistent positive attitude in the workplace

The final selection of the committee will be forwarded to the Director of Clinical Support Services for final approval.

Presentation of Award: Upon finalization, a department meeting will be convened as soon as possible to present the award. The Director or designate will present an individual award such as a plaque or trophy to the awardee. Refreshments will be served at the meeting. Also, a departmental plaque will be established to include the awardee's name and date of award, alongside the names of previous winners.