## TITLE: Laboratory Employee of the Quarter Program

## PRINCIPLE:

To acknowledge outstanding performance by a laboratory employee

**Definitions:**

* Quarter- 3 month time span
* Eligible employee- RCMC and Yorkville team members including Senior Techs, Full time, Part time and LMSV employees.

### STEPWISE PROCEDURE:

1. **Each quarter an employee will be selected as “Laboratory Employee of the Quarter”.**
2. The program will recognize **ONE** Employee of the Quarter from Yorkville or RCMC.
3. The recognition will be their choice of a $10 gift card from a variety of places (Target, McDonald's, Starbucks, etc).
4. Lab Director/ Lab Manager will supply the gift card.
5. When the recognition is given, a small celebration with cookies or a snack will be provided by volunteers.
6. A framed certificate will be given, and hang in a place of honor at the appropriate lab location.
7. A short narrative with the circumstances of why the person was chosen will accompany the award. If the employee wishes a small amount of biographical information can be included.

**2. Nominations**

a. An employee may be nominated by another lab employee or group of employees.

b. Nominations are submitted onto the S drive into the Lab Employee of the Quarter folder or on a paper form to the Manager.

c. Team members receiving a Hero card will result in an automatic nomination.

d. Guidelines to consider when making nominations are: loyalty, superior performance, initiative, creativity, leadership, teaching, efforts to improve patient welfare and contribution to morale of fellow employees and/or patients. These behaviors should be exhibited on a continuous basis.

**3. Winner selection**

a. The Quarterly Winner will be selected by the committee, from the nominations submitted.

b. Should there be no nominations for the quarter there will be no award given that quarter.

c. Selection criteria for choosing the winner will be based on the actions highlighted in the nomination. The committee will discuss the merits of each nomination and decide whose actions best meet the guidelines.

S: Laboratory Policies and Procedures/General/4840-G-422