



Employee Recognition Award

In order to provide recognition of outstanding employees, an awards program has been implemented to recognize these employees on every other month basis.

ELIGIBILITY

- All employees (full-time and part-time employees), excluding employees previously selected in the last twelve months, are eligible for nomination for the Employee Recognition Award.
- Nominees must have been employed with JBS Mental Health for a minimum of one year and must be in good standing in the areas of performance and attendance.
- Individuals will be considered for nomination based upon excellent customer service skills, exceptional work performance, outstanding team player skills, or other behavior that contributes to the values and mission of JBS Mental Health.

NOMINATION PROCESS

- Nominations must be made in writing and must be submitted to the HR department.
- Nomination forms should be submitted by the end of January, March, May, July, September and November.

SELECTION PROCESS

Selection committee will meet every other month to select recipients from that selection of nominees.

AWARD

- Full-time Recipients will receive \$250.00 cash; Part-time Recipients will receive \$125.00 cash.
- Recipients will receive a day off with pay.
- Recipients will receive a certificate.
- Recipient recognized on JBS web site
- Recipient's picture and information posted in front lobby and emailed to all employees.
- End of year luncheon for all recipients.
- Award presented to recipient at JBS Board Meeting



Employee Recognition Award Nomination Form

Nominee: _____

Justification for Recommendation (please provide specific examples and detailed information):

Nomination by: _____ Date: _____

Submit nomination to Ipella King - Human resources iking@jbsmha.com