

January 14, 2009

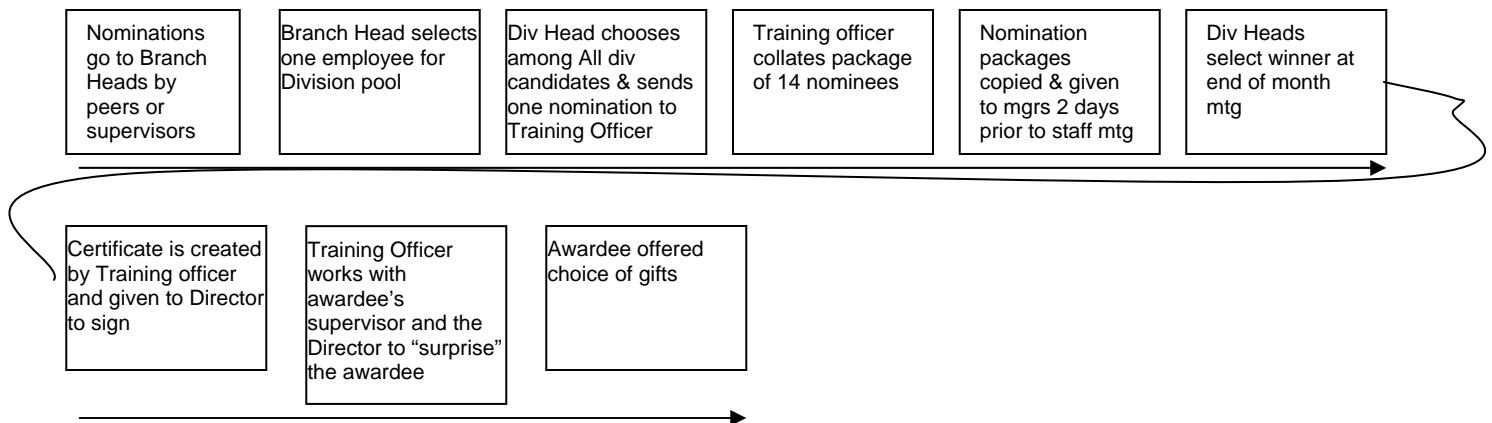
New Revised MCCS Employee Recognition Program

Features

- Change from *Quarterly Awards* to *Monthly Awards*
- Changes from a quota system to a performance-based system across organization
- Nominations can come from peer employees or supervisors
- All employees are eligible for nomination except for Div Heads and contractors
- Nominations are sent to the Div Head
- Div Heads choose among the candidates and forwards the Div Nomination to Training Officer
- Training Officer then collates the packages to give to Directors and Div Heads at least 2 days prior to end of the month staff meeting
- Each Division must submit one nominee, with exception of Retail and F&H who will each submit two nominations.
- Nominees can be flex, part time, full time, or APF
- New evaluation form allows more objective measures in scaled responses to 15 simple questions done by *supervisor*. This would be accompanied by the nominee's write up and allows supervisor to yield an objective eval of the candidate suitability.

Logistics

12 monthly awards will be awarded at \$500 value (= \$6,000)
2 runners up each month \$150 value (= \$3,600)
Employee of Year decided from the monthly awards (Dec-Nov)
Award presented while employee is at work and among peers on a surprise basis
Training Officer will need time to collate packages and review packages.



ACTION

1. Maintenance will have to post a temporary parking sign after the award is made—training officer will notify maintenance
2. Owing to the steps to nomination, there will be a lag : January's employee of the month will not be decided until early Feb and so forth
3. Given the lag, the Employee of the Year award, would have to be December from year prior thru November for consideration in order to select and recognize the person at the Xmas party
4. Requires tight timeline in nomination, selection, and award process
5. Will no longer correspond w/ the length of service awards

Communications plan for the new EOM system

1. Employee magazine feature on new program
2. Online—put nomination forms online, at the Village Center, and HR offices
3. Slip in payroll slips announcing new plan
4. handouts to all employees by managers
5. poster on MCCS building bulletin boards
6. on MCCS emailing list