

HARBOR-UCLA MEDICAL CENTER

SUBJECT: EMPLOYEE OF THE MONTH PROGRAM

POLICY NO. 216

**POLICY:**

Harbor-UCLA Medical Center shall develop and maintain a program to recognize exceptional employee performance on an ongoing basis as a means to increase employee engagement and encourage performance improvement.

**PROCEDURE:**

**I. Selection Criteria**

- A. Criteria for consideration for Employee of the Month (EOM) recognition is linked to Harbor-UCLA’s True North Metrics. The criteria is identified on the “Employee of the Month Nomination Form” (Attachment A).
- B. Any Harbor-UCLA workforce member (including contract staff) is eligible for consideration (must meet Human Resources criteria stated below).
- C. Nominations can be submitted by workforce members, patients, volunteers, or any other community members. Staff are not allowed to self-nominate.
- D. Nomination form must be filled out completely, including name and contact information of person submitting in case follow-up is needed.
- E. Nomination must be vetted by Human Resources to determine that the following criteria is met:
  - i. Most current performance evaluation must be rated “competent” or above
  - ii. Must have passed initial probationary period with the County (for County employees)
  - iii. Must have been employed six months or longer (for non-County employees)
  - iv. Must have no pending performance management (PM) issues, nor in any for the previous twelve month period
  - v. Must also be vetted by current supervisor for any PM issues that may be pending submission

**II. Selection Process**

- A. EOM selection will be determined by voting process.
- B. Voting body will consist of Employee of the Month Committee members and one Executive Leadership representative (quarterly rotation).
- C. Voting process will be “blind” (voting members cannot see the name of the nominee).
- D. Nomination forms will be distributed to voting members via e-mail with a due date for tracking.

**EFFECTIVE DATE: 7/18**

**SUPERSEDES:**

**REVISED:**

**REVIEWED: 7/18**

**REVIEWED COMMITTEE:**

**APPROVED BY:**

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**Kim McKenzie, RN, MSN, CPHQ**  
**Chief Executive Officer**

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**Anish Mahajan, MD**  
**Chief Medical Officer**

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**Patricia Soltero Sanchez, RN, BSN, MAOM**  
**Chief Nursing Officer**

Signature(s) on File.

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- E. Voters will read nominations and vote, using numbers 1, 2 and 3 to identify their first, second and third choices.
- F. One designated person to tally votes.
- G. Tally process:
  - i. 1<sup>st</sup> choice = 5 points
  - ii. 2<sup>nd</sup> choice = 3 points
  - iii. 3<sup>rd</sup> choice – 1 point
  - iv. Nominee with highest number of points is selected as EOM.
- H. If not selected, each nomination will be considered for two (2) additional consecutive months (3 opportunities to be selected). For any nominees who are nurses and not chosen as EOM after three consecutive months, the nominations will be forwarded to Nursing Administration for Daisy Award consideration.
- I. One EOM recognition per five year period per workforce member.

**III. EOM Presentation**

- A. Workforce members who are selected as EOM will receive the following:
  - i. Letter from the CEO
  - ii. Printed Certificate
  - iii. EOM Lapel Pin designed to include Harbor's True North
  - iv. \$7.00 Gift certificate for the Harbor Café (courtesy of Morrison's)
  - v. \$25.00 Target gift card (purchased with funds from DHS Employee Appreciation Incentive Program)
  - vi. Invitation to quarterly "Breakfast with the CEO" for EOM and one guest (designated dates in January, April, July, October-subject to scheduling availability)
  - vii. Designated "EOM" Parking Space for defined 30-day period (parking space will be non-transferable).
  - viii. Photo taken (post in Main lobby, on Intranet and via screensaver)
  - ix. Featured in "The Wave" quarterly newsletter (three per quarter)
- B. EOM Committee will work with workforce member's supervisor to coordinate the EOM presentation (date and time). Supervisors are encouraged to have presentation among EOM's peer group whenever possible.