



Personnel Procedures **Employee Recognition**

Employee Recognition Breakfast

The December monthly staff meeting is set aside for employee recognition. When possible, the meeting is catered with a simple hot breakfast paid for by the Board of Health. Staff members are recognized for their years of service with a service pin for 5, 10, 15, 20, 25, 30, etc. years of service. The Health Commissioner presents employees with the appropriate pin during the Employee Recognition Breakfast. Board of Health members are invited to attend as guests of the Health Commissioner.

During the Recognition Breakfast staff from each program area are encouraged to share a success story from their program with all staff. These successes are collected and shared with the Board of Health.

Employee Anniversary Cards

All employees are recognized during their anniversary month with a “call out” during full staff meeting. They also receive an Anniversary card mailed to their home address from the Health Commissioner, recognizing their years of service to Allen County Public Health.

Employee Thank-yous as part of Rounding Process

Allen County Public Health administrative team has begun an Employee Rounding system, Rounding for Outcomes. During this brief conversational process with their supervisor, employees are asked the following questions:

- What is working well?
- Are there any individuals I should be recognizing?
- Do you have the tools and equipment you need to do your job today?
- Which systems are working/not working? Any ideas?
- What else would you like me to know?

Supervisors use this information to thank employees who are recognized by their co-workers. Email or a written note is recommended as a way to document the recognition; follow-up is noted by supervisors on their Rounding Logs.

Other Employee Recognition

Employees can also be recognized for their professional accomplishments in local media via the Lima News Applause section:

HOW TO SUBMIT APPLAUSE ITEMS

The Applause section features people who have received promotions and those who have attended a special seminar or received special training. Any business or business organization is welcome to submit an item for Applause. To submit an item, send to:

Newsroom/Applause
The Lima News
3515 Elida Road
Lima, OH 45807

Items sent to the Applause section can also be shared via our website, social media, quarterly newsletters and the annual report. Employees and supervisors should work with the PIO and/or social media representative within their division to post information.