

HACKETTSTOWN REGIONAL MEDICAL CENTER

Administrative Policy & Procedure

Employee Recognition Program

Effective Date: June 1993

Cross Referenced:

Reviewed Date: 4/03, 6/12

Revised Date:

Policy No: HR035

Origin: Human Resources

Authority: President

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PURPOSE:

To recognize employees who are role models for living the hospital's values.

POLICY:

It is the policy of Hackettstown Community Hospital to recognize employees who demonstrate the hospital values in performing their work responsibilities.

Respect Integrity Service Excellence Stewardship

This program provides an opportunity for co-workers, supervisors and managers to commend employees for demonstrating the hospital's values:

Respect..... We recognize the infinite worth of the individual and care for each one as a whole person.

Integrity..... We are above reproach in everything we do.

Service..... We provide compassionate and attentive care in a manner that inspires confidence.

Excellence..... We provide world class clinical outcomes in an environment that is safe for both our patients and care givers .

Stewardship.... We take personal responsibility for the efficient and effective accomplishment of our mission.

PROCEDURE:

The Human Resource Department oversees the "Rising Above" recognition program.

1. Completed forms are turned in to the Human Resources Department.
2. Human Resources prepares two copies of the Rising Above Recognition form. Copies are sent to the employee being commended and the employee's supervisor. The original Rising Above Recognition form is filed in the employee's personnel file.
3. A list of employees receiving Rising Above recognition is published monthly in the hospital's employee newsletter (The Monitor).
4. For every 25 Rising Above Recognition Forms submitted, one individual will be selected each month. Individuals selected will receive a gift certificate and day off with pay, scheduled with the employee's supervisor. Leadership members and employees in the Human Resources Department are not eligible to receive the award.



Rising Above Recognition

How to recommend a fellow employee for Rising Above

Determine which value(s) you have observed your co-worker living and explain on the appropriate lines provided how this value was demonstrated. Send completed form to Human Resources.

_____ has demonstrated Rising Above.
Employee name and department (please print)

_____ Date
Your name and department (please print)

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EXCELLENCE . . . We provide world class clinical outcomes in an environment that is safe for both our patients and care givers. _____

STEWARDSHIP . . . We take personal responsibility for the efficient and effective accomplishment of our mission. _____

