

"Employee Recognition Program"

Effective: March 10, 2009

Employee Recognition Programs are designed to identify and recognize employees throughout the Department of Mental Health and Addiction Services who demonstrate exceptional job performance and who exceed the expectations of their peers in providing dedicated quality service to DMHAS, the people we serve and the State of Connecticut.

The Department of Mental Health and Addiction Services implements and recognizes a "DMHAS Employee of the Year" as a component of its Employee Recognition Program at the agency level. It is administered by DMHAS Human Resources - Workforce Development.

The DMHAS state-operated facilities are encouraged to implement "Employee Recognition Programs" (Employee of the Month, Employee of the Quarter, Employee of the Year, Team / Unit Recognition, and/or other similar types of employee and workforce recognition programs) at the facility level. The facility human resource offices administer these programs. These programs at the facility level however should include and incorporate a nomination and selection process for inclusion into the agency "DMHAS Employee of the Year" program.

DMHAS Employee of the Year Program

This is an annual program, which is administered by DMHAS Human Resource Workforce Development per established procedures, and time frames as announced by the department.

- **Eligibility:**

Any individual employed by the State of Connecticut Department of Mental Health and Addiction Services is eligible for nomination and participation in this DMHAS Employee Recognition Program. This employee eligibility includes managers, supervisors and staff employees and state job classifications utilized in DMHAS.

- **Nominators:**

Any individual employed by the State of Connecticut Department of Mental Health and Addiction Services may nominate his/her colleagues for the DMHAS Recognition Program.

- **Exclusions:** The DMHAS Commissioner, Deputy Commissioner(s), Assistant Commissioner (s) and appointed officials are excluded from eligibility in this program and are unable to submit nominations or be nominated in this employee peer recognition program .

Nominations must be individual employee based. Teams, units, or nominations with more than one individual employee nominated for consideration for this program will not be accepted for consideration. All nominations are to be submitted to the local Human Resource Office for consideration.

- **Selection Criteria:**

A uniform and consistent format, including assessment and scoring systems, will apply to the Employee Recognition Program structure. The Selection Committee as an additional criterion when selecting candidates for employee recognition will factor attendance and performance ratings into the nomination process.

Selection Criteria includes:

- Initiative – Anticipating and responding to customer's needs (i.e. customers can include: the public, co-workers, clients, other state agencies, etc.).
- Contribution – makes an outstanding contribution through a special project.
- "Going the extra mile" – Works beyond required duties and goes "above and beyond" the call to duty.
- Cooperation – Exemplifies a spirit of cooperation and commitment to DMHAS Mission and strategic goals and direction of the department.
- Attitude – Exhibits a positive attitude (i.e. Team spirit exhibited, you can count on them contributing to the team effort, professionalism displayed in the workplace/public)