	THE JOHNS HOPKINS HEALTH SYSTEM CORPORATION AND THE JOHNS HOPKINS HOSPITAL HUMAN RESOURCES POLICY and PROCEDURE MANUAL	Policy Number	HR605
		Effective Date	July 1, 2010
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		Supersedes	October 1, 2008

POLICY

Employee Appreciation is an important part of Johns Hopkins Health System Corporation (JHHSC) and The Johns Hopkins Hospital (JHH) and all employees are encouraged to recognize others for a job well done. The formal employee appreciation program is a way for JHHSC/JHH to recognize, praise and thank employees for their dedication to the organization and for their positive contributions to the organization's success.

The components of the formal appreciation program include:

Employee Appreciation Week

Employee Appreciation Week is held annually in the Fall to recognize all employees of JHHSC/JHH. Employees are recognized for years of service and for exemplifying service excellence through the Baker-King Awards, the Edward A. Halle Prize and the HR Presidential Leadership Award. In addition, activities are scheduled throughout the week for all employees to participate. The Employee Affairs Coordinator and the Employee Appreciation Committee coordinate the week's activities.

Five Year Anniversary Milestones

Employees are given a commemorative pin and congratulatory letter from the President of JHHSC/JHH during Employee Appreciation Week in honor of their five year anniversary. Pins are distributed by the department in a manner that provides appropriate recognition to the employee.

Employee Appreciation Service Award Ceremony

Employees who achieve 10, 20, 30, 40 and 50 year anniversaries are given a paid day off to *attend* and be honored at an afternoon ceremony and reception, if proper notification is given to their supervisor and they attend the ceremony.

If an employee was already scheduled to have the day off but still chooses to attend the ceremony, he/she will not receive pay. Employees who are regularly scheduled to work more than eight hours (e.g. employees scheduled to work 10- or 12-hour shifts) will only be paid for eight hours. The employee can make up the additional time by:

- Working the additional hours
- Using PTO hours in lieu of working as approved by Department Director

The intention of this benefit is to give employees a day off to attend the ceremony, and all managers are encouraged to be flexible.

President's Dinner


Employees who achieve 30, 40 and 40+ anniversaries are honored at an evening dinner hosted by the President of JHHSC/JHH.

Service Awards

Employees who reach a milestone of 10, 20, 30, 40 or 50 years of service may select a service award from a special gift selection brochure that is

Baker-King Award

The Baker-King Award was created in 1962 by Dr. and Mrs. Theodore King, who recognized the significant contributions of all Hospital employees. The Baker-King Foundation established a fund to recognize employees in any non-exempt, non-supervisory position within JHHSC/JHH. The awards are presented to employees who have been truly outstanding in the performance of their job duties, and who thus set an example for all. Each recipient receives a \$100 U.S. Savings Bond, a Baker-King pin, a certificate signed by JHHSC/JHH leadership and a paid day off (see guidelines above under *Employee Appreciation Service Award Ceremony*) to attend the Service Award Ceremony.

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Edward A. Halle Prize for Excellence in Patient Service

The Edward A. Halle Prize for Excellence in Patient Service honors an employee who exemplifies extraordinary human compassion and outstanding patient service. The award was established in 1993 in honor of 23-year Hospital veteran Edward Halle, who provided excellent service during his Hopkins career. The recipient of the award is selected based on complimentary letters sent by patients throughout the year. The recipient receives a certificate, a \$500 check and a paid day off (see guidelines above under *Employee Appreciation Service Award Ceremony*) to attend the Service Award Ceremony.

HR Presidential Leadership Award

The HR Presidential Leadership Award was founded in 2005. This award is the highest individual honor presented to a top manager or administrator who has demonstrated outstanding performance by creating, managing and improving an environment of excellence for their employees. The recipient of the award is selected based on nominations sent by their peers and receives a certificate signed by JHHSC/JHH leadership, a \$500 check and a \$1,000 check for the award winner to use for his/her staff and unit. He/she is also given a paid day off (see guidelines above under *Employee Appreciation Service Award Ceremony*) to attend the Service Award Ceremony. The prize is announced during the annual JHHSC/JHH Employee Appreciation Week.

Martin Luther King, Jr. Award for Community Service

This award recognizes outstanding commitment to volunteer community service by the employees JHHSC/JHH. Winners will be honored with an engraved award and a recognition certificate at the annual Martin Luther King, Jr. Commemoration Celebration, which is held in mid-January each year. Recipients receive one paid day off (see guidelines above under *Employee Appreciation Service Award Ceremony*) to attend the ceremony and \$200 will be donated to the nonprofit charity of their choice.

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Vice President, Human Resources

REVIEW CYCLE

3 years

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 Vice President, Human Resources

7/1/2010

 Date