

# **“ROYAL RECOGNITION!”**

## **ECRCHS EMPLOYEE RECOGNITION PROGRAM - 2022-2023**

**REVISED 01OCT2022 by Kurt S. Lowry, Ed.D., Director, HR & Compliance**

### **“ROYAL RECOGNITION!” PROGRAM OVERVIEW:**

ECRCHS’s “ROYAL RECOGNITION!” Program recognizes employees who demonstrate excellence in work performance, school and community involvement, leadership and commitment to our District and students.

This user-friendly program allows employees, parents, and regular volunteers to recognize the achievements of individual employees, teams, and/or Departments.

**NOTE: Employees who are nominated do not automatically receive an award.**

Employees who are nominated and receive formal recognition will be those who:

- 1.) have gone above and beyond their regular duties as outlined in their job description and/or;
- 2.) who have demonstrated effort and commitment beyond standard performance expectations to produce educational and/or other benefits to our school community and students.

**NOTE: Nominees must be in good professional standing in order to be recognized.**

### **AWARDS and DESCRIPTIONS:**

#### **1. “ROYAL RECOGNITION AWARD” (Continuous/Monthly) - Year Round**

Use this tool to recognize individuals for their excellent accomplishments and/or contributions. Recognition messages may be submitted by an employee's supervisor, subordinate, co-worker, a regular volunteer, parent, etc. The recognition form can be completed online from the Human Resources (HR) website tab titled “Royal Recognition!” Program.

**“ROYAL RECOGNITION AWARD” Includes:**

- AWARDEES receive “ROYAL RECOGNITION AWARD” CERTIFICATE

- AWARDEES recognized during a morning announcement (monthly)
- AWARDEES' photos posted on the ECRCHS website and in "ROYAL RECOGNITION" Display Case
- AWARDEES Eligible for consideration for "THE ROYAL OVATION AWARD" (below)

**TO SUBMIT A "ROYAL RECOGNITION AWARD" GO TO THE ECRCHS HR WEBSITE TAB "ROYAL RECOGNITION!" PROGRAM or HOVER OVER AND CLICK THE FOLLOWING LINK:**

## **"ROYAL RECOGNITION AWARD"**

**"Royal Recognition Award" Supplies and Budget Support:**

- Award Certificates
- Estimated Annual Budget = +/- \$500

At the end of each month, after the program launches, employees who will be awarded (awardees), the employees who submitted nominations (nominating employee(s), and the employees' supervisor(s) will receive an email notification from ECRCHS Human Resources to inform parties of the award, as well as provide instructions and/or suggestions for how the awardee(s) will receive "The ROYAL RECOGNITION" "Certificate of Recognition and Achievement" as well as other related information.

## **2. "ROYAL OVATION AWARD" (2x/Year: DEC. & JUNE) JUL-DEC & JAN-JUN)**

A Committee established by Human Resources and comprised of two (2) Human Resources (HR) staff, one (1) administrative director, one (1) other certificated employee, and one (1) classified employee will meet in **EARLY DECEMBER** and again in **MID-MAY** of each year to review all Award Recognition Nominations at the end of each aforementioned Semesterly awards window. After vetting nominees to ensure "good standing," the committee will identify one (1) **outstanding employee for "THE ROYAL OVATION AWARD" during each preceding semester period.**

**"ROYAL OVATION AWARD" Includes:**

- AWARDEE recognized during a morning announcement
- AWARDEE'S photo posted on the ECRCHS website
- AWARDEE'S photo posted in a "ROYAL RECOGNITION" Display Case
- "THE ROYAL OVATION AWARD" at the DEC. or JUNE Board Meeting.

**AND...**

- a preferred parking space for one (1) Month.
- \$50 Gift Card of Choice
- “THE ROYAL OVATION AWARD” DESK MEMENTO/PLAQUE

**PRIZES and Projected Budget:**

- Purchase two (2) \$50.00 gift cards (Recipient Choice) = \$100.00 annual gift card budget
- Purchase two (2) Crystal Awards with Marble Base (Customized/Personalized) @ \$70.00 per = \$140.00

Estimated Annual Budget = \$250-\$350

### **3. “ ‘REAL’ LONGEVITY” SERVICE AWARDS (5-YR. INCREMENTS)**

**ECRCHS** Human Resources (HR) will recognize employees for their length of service to the ECRCHS Community. Employees will be recognized in five-year increments.

NOTE: Employees must be in good standing at the time of the milestone being reached.

**“ ‘REAL’ LONGEVITY” SERVICE AWARD” Includes:**

- AWARDEE is recognized during morning announcement
- AWARDEE’S photo posted on the ECRCHS website
- AWARDEE’S photo posted in a “ROYAL RECOGNITION” Display Case
- PRESENTATION OF BRASS APPLE (5, 10, 15, and 20+years) DURING END-OF-YEAR STAFF MEETING
- BOARD RECOGNITION DURING REGULAR JUNE BOARD MEETING
- **NOTE: AWARDEES WILL BE RECOGNIZED DURING 2022-2023 ONLY IF 2022-2023 IS A MILESTONE YEAR FOR AWARDEE(S).**
- **NOTE: EMPLOYEES WILL ONLY BE RECOGNIZED WHEN THEY MEET CURRENT (2022-2023) OR FUTURE 5-YEAR MILESTONES, UNLESS AN EMPLOYEE SUBMITS RETIREMENT PAPERWORK AND PLANS TO RETIRE IN BETWEEN 5-YEAR MILESTONES. IN WHICH CASE A “ ‘REAL’ LONGEVITY” SERVICE AWARD WILL BE PRESENTED TO RETIREES WHO HAVE SERVED AT LEAST FIVE YEARS AT ECRCHS.**

**PRIZES and Projected Budget:**

- **PROJECTED ANNUAL PURCHASE OF twenty (20) PERSONALIZED Desk Mementos @ up to \$50.00 per Memento = \$1,000.00**

**NOTE: (Service Years and Anniversary Dates to be confirmed ahead of purchases to ensure accurate number of awards projected each year)**

**Estimated Annual Budget = +/- \$1,000.00**

### **3. “ROYAL PRIZE DRAWING!” (Random Monthly Prize Drawings via Faculty Mtg., Lunch Quad., Wellness Center, or via P.A. Announcement!)**

**ECRCHS Student Council, in collaboration with ECRCHS Administration and Human Resources (HR)** will conduct a monthly random drawing on the final Friday of each month to give prizes or perks to five (5) lucky employees just for being ECRCHS Employees! Employees must be in good standing at the time of the drawing in order to receive Prize(s).

#### **PRIZES and Projected Budget:**

- Purchase 50 Keychains with ECRCHS logo @ up to \$7.75 each = \$387.50
- Purchase 50 Journals with Inspirational Message @ up to \$10.45 each = \$522.50
- Purchase 50 Water Bottles with ECRCHS logo @ up to \$14.95 each = \$750.00

**Estimated Annual Budget = \$1,661.00**

### **4. “ROYAL TREATMENT” EMPLOYEE APPRECIATION WEEK (FEBRUARY 27th - MARCH 3rd, 2023)**

#### **RECOMMENDED OPTIONS:**

1. **Monday - “Make a Difference Monday”** (Inspirational message on “small notepad” in mailboxes and/or delivered)
2. **Tuesday - Spread JOY, not GERMS!** - (2 oz. hand sanitizer with message in mailboxes and/or delivered)
3. **Wednesday - “Wellness Wednesday”** (Stress Relief/Wellness Item in mailboxes and/or delivered)
4. **Thursday - “‘Gifting’ Thanks!”** (Thank You Gift Card to be delivered)
5. **Friday - “Festive Friday!”** - “Themed” ALL Staff Appreciation Lunch in Anderson Hall

#### **PRIZES and Projected Budget for each day and aggregate amount (week):**

- **MON. - Purchase 300 small notepads @ up to \$3.35 with pre-made inspirational message = \$1,005.00**

- **TUES.** - Purchase 300 2 oz. hand sanitizer gel bottles with message @ up to 1.75 each = \$525.00
- **WED.** - Purchase 300 Stress/Squeeze Ball/Item @ up to \$10.95 for 3-Pack = \$1,100.00 (Amazon.com)
- **THURS.** - Purchase 300 Starbucks Gift Cards @ 5.00 each = \$1,500.00
- **FRI.** - Purchase 300 lunches @ up to \$15.00 each = \$4,500.00

**AGGREGATE ALL STAFF Appreciation Week” (FIVE-DAY BUDGET) = \$8,630.00**

## **Employee “Good Standing” Requirement:**

All REAL RECOGNITION Program Award Nominees/Recipients must be active employees in “good standing” with ECRCHS.

“Good standing,” for purposes of this employee recognition program, means that the nominee has not been the subject of employee discipline or pre-disciplinary action during the six (6) months prior to the nomination and the employee is not currently the subject of any pending disciplinary or pre-disciplinary action or investigation.

**NOTE:** An employee’s nomination for and/or receipt of a REAL RECOGNITION Monthly Award and/or his/her/their subsequent selection for THE ROYAL OVATION will have no bearing on the outcome of employee discipline matters and/or one’s performance evaluation.

Reciprocally, employee disciplinary matters may determine whether or not an employee is moved forward in the REAL RECOGNITION nomination and recognition process at any given point in time.

## **The Importance of Employee Recognition**

Here are some ways an employee recognition and appreciation program can benefit ECRCHS:

- **It builds trust.** If workers can’t trust you, your school will not operate smoothly. Employees want to feel like their supervisors see them as human beings and have their best interests in mind. According to a survey from [Globoforce](#), 86% of employees felt they could trust managers who had shown them recognition within the past month.
- **It boosts productivity.** If workers feel that you care, you will see it in how hard they work. Appreciated employees feel invested in the success of a school and will make a more calculated effort.
- **It decreases turnover.** [Hiring and onboarding a new employee](#) is time-consuming and costly. Because recognizing employees can improve

morale, you might be able to reduce your [employee turnover rate](#) by showing employees that they are appreciated.

- **It improves brand reputation.** In today's age of online reviews and social media, you can be sure that if you treat your employees poorly, people will find out. You don't want to be known as an organization to avoid. The community will support schools and organizations that treat their staff well and quality candidates are likely to apply to work at those schools and organizations.

## **A NOTE REGARDING THE POTENTIAL AND/OR REAL BUDGET IMPLICATIONS OF THIS PROGRAM:**

In order to implement an authentic, supported, and sustained employee recognition program, an annual budget outlay will be required, as projected above under the respective award descriptions.

### **CONCLUSION:**

1. Currently, there is no official, schoolwide employee recognition program in place whereby ECRCHS recognizes employees' performance, accomplishments, contributions, and/or longevity.
2. Human Resources encourages ECRCHS to support the establishment of the "Royal Recognition!" Employee recognition program in order to meet this need.
3. Most healthy organizations have well-established employee recognition programs and awards in place which help with recruitment, retention, and a healthy culture and climate.
4. Such programs are a proper and prudent investment that may pay great dividends in both the short and long-term for ecrchs, including an improvement in campus climate and culture and an overall reduction in formal and informal complaints and costs (financial and time) associated with addressing complaints.

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