

**ASHLEY COUNTY MEDICAL CENTER
PERSONNEL POLICIES**

TITLE/DESCRIPTION: Nurse and Employee of the Year

EFFECTIVE DATE:
June 24, 2013

APPLIES TO:
ALL EMPLOYEES

APPROVED BY:
ACMC BOARD

POLICY: To provide guidelines for selecting Nurse and Employee of the Year.

A Star employee demonstrates the “Always Behaviors”, leads by example, goes above and beyond their job duties, and represents ACMC to co-workers and the community in a positive manner.

1. Each month two (2) star employees will be chosen from nominations submitted to the Staff members. (1 – Nurse and 1 Non-Nursing employee each month). All nominations must have an explanation as to why they should be chosen as Star Employees.
 - a. Nominees may come from Department Managers Rounding each month on employees then submitted by the Department Manager.
 - b. Employees may submit a form nominating individuals who they feel has gone above and beyond to stand out as a star employee.
2. All Nurses and Employees of the Month will be nominees for Nurse and Employee of the year.
3. Ballots will be distributed in pay checks or by electronically if available.