

The County of San Bernardino Department of Behavioral Health

Employee Recognition Policy

Effective Date	02/01/11	 Allan Rawland, Director
Approval Date	02/01/11	
Supersedes	Supersedes BOP3008: Service FIRST Recognition Policy	

Policy It is the policy of Department of Behavioral Health (DBH) to recognize employees for job related accomplishments and to encourage activities that promote positive employee morale throughout all DBH programs and clinics.

Purpose The purpose of this document is to provide staff with a guide to the Employee Recognition activities which recognize employee accomplishments and promote positive morale.

Types of Recognition The following are the methods DBH utilizes to recognize employees:

Recognition Type	Description	Recognition Venue
Employee of the Month	<ul style="list-style-type: none"> Recognition of employee who went above and beyond in daily duties Selections made from nominations submitted on the Employee Recognition Form 	<ul style="list-style-type: none"> DBH Webmaster announcement Employee Recognition Ceremony
Directors Award of Excellence	Annual award selected by the Director for outstanding contribution to DBH	State of the Department
Newly Licensed Staff	Pre-licensed staff who pass the licensing exams and become licensed	Employee Recognition Ceremony
Service Pins	Employees are recognized for years of service with the county	Employee Recognition Ceremony
DBH Team Awards	Periodically awards will be given to teams for recognition of special projects, outstanding performance in an audit or other team activities	Varies
Executive Management Award of Distinction	Periodically this award will be given to the DBH employee who demonstrated an exceptional contribution to DBH	<ul style="list-style-type: none"> Administrative Staff Meeting Employee Recognition Ceremony

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Employee Recognition Policy, Continued

Types of Recognition
(continued)

Recognition type	Description	Venue
Public Service Recognition Award for Excellence	Periodically this award will be given to county employees who provide exceptional service contributions	<ul style="list-style-type: none"> • Board of Supervisors meeting • Employee Recognition Ceremony
Other	Other forms of recognition include but are not limited to: <ul style="list-style-type: none"> • Outside agency awards for DBH staff • Educational achievements 	<ul style="list-style-type: none"> • DBH Webmaster announcement • Employee Recognition Ceremony • Varies

Positive Morale Activities

The following non-financial recognition possibilities are available to all programs and clinics to promote positive employee morale:

- "I Saw You" Board recognizing employees in programs for specific accomplishments
- Memo of appreciation/recognition
- Email of appreciation shared with entire unit/program

Note: All activities are optional. Employees may choose to participate or not.

Employee of the Month

Each program may recognize its own internal Employee of the Month for which recognition activities would be supported by each individual unit. Programs choosing to nominate employees for DBH Employee of the Month should follow the protocol described below. Managers and staff are encouraged to engage in morale building or other recognition efforts as appropriate.

The following steps describe the process for recognizing DBH Employee of the Month:

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Employee Recognition Policy, Continued

Employee of the Month
(continued)

Step	Action
1	<p>The Manager/Supervisor will:</p> <ul style="list-style-type: none"> • Complete the Employee Recognition Form • Submit it to the DBH-WET mailbox or via Interoffice Mail to mail code 0019 <p>Note: Any staff member may complete the Employee Recognition Form. The respective Manager/Supervisor will sign it.</p>
2	The Employee Recognition Committee (ERC) will review the nominations each month to select a DBH employee of the month.
3	The appropriate Deputy Director will approve all selections made by the ERC.
4	<p>The DBH Employee of the Month will receive:</p> <ul style="list-style-type: none"> • Puzzle piece lapel pin • Puzzle piece certificate
5	<p>The DBH Employee of the Month will be honored in the following venues:</p> <ul style="list-style-type: none"> • Recognition at the Employee Recognition Ceremony • Webmaster announcement • FACES newsletter recognition

Questions

Questions regarding the employee recognition program should be addressed to the DBH Employee Recognition Coordinator via the DBH - Workforce Education & Training email address or at the training@dbh.sbcounty.gov website.

Related Policy

DBH Standard Practice Manual BOP3008: [Service FIRST Policy](#)