It’s Time to Recognize the People Who Really Make a Difference

Do you know of an Archway Programs staff member or program leader who goes well beyond expectations to the benefit of consumers or fellow workers? Now is the time to nominate them for the recognition they deserve as either **Employee** or **Leader** of the Year.

The purpose of this program is to recognize two staff members’ EXTRAORDINARY contributions to the mission and vision of Archway Programs. Please make sure that you list specific examples that demonstrate the performance or character traits that you believe set your nominee apart from the crowd.

**Selection Criteria for “Employee of the Year”**

In order to be eligible for consideration for selection as “Employee of the Year”, an employee should demonstrate some of the exemplary criteria below:

- performs in an exemplary manner
- demonstrates exceptional or creative customer service
- shows creativity, intelligence and takes initiative in providing quality work within their role responsibilities, in an exemplary manner, exceeding the expectations
- makes a unique departmental contribution
- shows sensitivity to and respect for co-workers as a team player, while demonstrating the value of cooperation in the work place
- demonstrates a positive attitude towards all people, including those with cognitive, emotional and/or physical difficulties, or other special needs
- performs extra duties and provides services to others that are beyond assigned responsibilities, including: performing other roles, volunteering for special projects and committees
- makes creative suggestions developing new work methods that reduce cost or create departmental efficiency, saving the department time/money
- performs some distinguishing and noteworthy feat in the context of their work
- sparks a positive change in the behavior of a student/consumer, a programmatic implementation and/or a policy
- is seen by students/consumers, stakeholders and co-workers as a steady force for positive change

**Selection Criteria for “Leader of the Year”**

In addition to the criteria above, nominees for “Leader of the Year” should also demonstrate some of the exemplary criteria below:

- shows sensitivity to and respect for staff roles through best practice supervision
- as a member of Archway Leadership, is a role model of creativity, intelligence and initiative in providing a quality work environment
- seeks to empower students/consumers, families and staff to achieve
- demonstrates good business practices in the context of best practice in clinical and programmatic aspects
• as a leader has caused, through all the above, a positive change in staff functioning, programmatic implementation and/or a policy change that represents Archway Programs in the best possible light

The awards for “Employee of the Year” and “Leader of the Year” will include:
• recognition in public information materials internally and in the community
• a personalized “Archie” trophy at an event
• invitation, with a guest of their choosing, to a luncheon in a fine restaurant (also of their choosing) with the CEO, and their direct supervisor
• a $500 cash gift in recognition of their accomplishment

Nomination forms for Employee and Leader of the Year as well as a list of who is eligible for Leader of the Year can be found below.
EMPLOYEE RECOGNITION PROGRAM

Purpose

The purpose of this policy is to recognize an employee’s extraordinary contribution to the mission and vision of Archway Programs in a manner that demonstrates the high regard for such contributions held by the Board of Trustees and the executives of the agency.

An “Employee of the Year” will be honored from among the program staff level.

A “Leader of the Year” will be honored from among the leadership level (listed below in item III).

Archway executive staff will select the winners for each award based on nominations received from program leadership, peers and other stakeholders who believe the employee has demonstrated superior work or ethics.

Appropriate recognition will be provided.

Procedures

I. “Employee of the Year” Recognition

Process

1. One award will be made for a staff member who is not listed on the leadership list.

2. Nomination forms will be submitted to the CEO by peers or supervisors for staff members who have demonstrated exceptional performance as indicated in the selection criteria.

3. Executives will screen nominees and select the candidate who best exemplifies the qualities identified in the selection criteria.

4. The “Employee of the Year” winner will be announced and an appropriate recognition ceremony or event planned.
Selection Criteria

In order to be eligible for consideration for selection as “Employee of the Year” an employee must meet the following criteria.

- Is seen by students/consumers, stakeholders and co-workers as a steady force for positive change.
- Has completed some amazing feat in the context of their work that distinguishes the employee from all others.
- Has not been selected as Employee of the Year in the last five years.
- Has been in their current position for one year.

Award and Recognition

The “Employee of the Year” will:

- Be recognized in public information materials internally and in the community including in newspapers and the Archway Programs web site.
- Receive a personalized “Archie” trophy honoring the staff member as “Employee of the Year”, that will be presented at a prominent meeting or corporate affair.
- Be invited, with a guest of their choosing, to a luncheon in a fine restaurant (also of their choosing) with the CEO, and their Executive Director and direct supervisor.
- Receive a $500 cash gift in recognition of their accomplishment.

II. “Leader of the Year” Recognition

Process

1. One award will be made for a staff member who is listed on the leadership list (this excludes all other staff and the executives).

2. Nomination forms will be submitted to the CEO by peers or supervisors for staff members who have demonstrated exceptional performance as indicated in the selection criteria.

3. Executives will screen nominees and select the candidate who best exemplifies the qualities identified in the selection criteria.

4. The “Leader of the Year” winner will be announced and an appropriate recognition ceremony or event planned.
Selection Criteria

In order to be eligible for consideration for selection as “Leader of the Year” an employee should demonstrate some of the exemplary criteria below.

- Shows sensitivity to and respect for staff roles through best practice supervision.
- Demonstrates a positive attitude towards all people including those with cognitive, emotional and/or physical difficulties in either staff or consumer roles.
- As a member of Archway Leadership, is a role model of creativity, intelligence and initiative in providing a quality work environment.
- Seeks to empower students/consumers, families and staff to achieve.
- Demonstrates good business practices in the context of best practice in clinical and programmatic aspects.
- Has completed some amazing feat in the context of their work that distinguishes the employee from all others.
- As a leader has caused, through all the above, a positive change in staff functioning, programmatic implementation and/or a policy change that represents Archway Programs in the best possible light.
- Has not been selected as Leader of the Year in the last five years.
- Has been in their current position for one year.

Award and Recognition

The “Leader of the Year” will:

- Be recognized in public information materials internally and in the community including in newspapers and the Archway Programs web site.
- Receive a personalized “Archie” trophy honoring the staff member as “Leader of the Year”, that will be presented at a prominent meeting or corporate affair.
- Be invited, with a guest of their choosing, to a luncheon in a fine restaurant (also of their choosing) with the CEO, and their Executive Director and direct supervisor.
- Receive a $500 cash gift in recognition of their accomplishment.

III. Leadership Level - Eligible for Leader of the Year Award only.

<table>
<thead>
<tr>
<th>Alan Koerner – Asst. Director, Financial Planning and Analysis</th>
<th>Fatima Brown – Manager, Supportive Living</th>
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</thead>
<tbody>
<tr>
<td>Kim Zweier – Accounting Manager</td>
<td>Jay Ham – Supports Coordinator</td>
</tr>
<tr>
<td>Mickie Patetta – Director of DDD Programs</td>
<td>Shamai Randall – Auburn Group Home Manager</td>
</tr>
<tr>
<td>Marnique Funches – PCS Assistant Director</td>
<td>Stacey Carrelli – Medford Group Home Manager</td>
</tr>
<tr>
<td>Stacey Edwards – Director of Therapeutic In-Home Services</td>
<td>DePonica Sloan – Lafayette Group Home Manager</td>
</tr>
<tr>
<td>Lorin Powell – Director of Just Kids</td>
<td>Tanya Lewison – Piney Hollow Group Home Manager</td>
</tr>
<tr>
<td>Mike Graff – Principal – Lower School</td>
<td>Brenda Hill – Thompson Grove Group Home Manager</td>
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<tr>
<td>John Petsch – Principal – Coopers Poynt</td>
<td>Joshua Thompson-Quartey – Lutea Group Home Manager</td>
</tr>
<tr>
<td>Karen Todd – IT Director</td>
<td>Kristine Henle – Blue Violet Manager</td>
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<tr>
<td>Mike Smalley – Director of Maintenance</td>
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</tbody>
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ARC HWAY PROGRAMS

2019 EMPLOYEE OF THE YEAR NOMINATION FORM
Nominations must be received no later than Friday, March 6, 2020
Submit to the Human Resources Department

Submitted by: __________________________________________________________
Date: __________________________
In behalf of employee: ___________________________________________________

For recognition of the following award:

☐ “Employee of the Year”

Based on the appropriate criteria listed for this award, I nominate the above-named employee for the following reasons.

(Please cite the specific criteria and evidence that lead you to believe that this person merits the award. Be as detailed as you can since this will be the only data used to evaluate the nominee’s worthiness! Please limit your nomination to one page.)
ARCHWAY PROGRAMS
2019 LEADER OF THE YEAR NOMINATION FORM
Nominations must be received no later than Friday, March 6, 2020
Submit to the Human Resources Department

Submitted by: ________________________________

Date: ________________________________

In behalf of employee: ________________________________

For recognition of the following award:

☐ “Leader of the Year”

Based on the appropriate criteria listed for this award, I nominate the above-named employee for the following reasons.

(Please cite the specific criteria and evidence that lead you to believe that this person merits the award. Be as detailed as you can since this will be the only data used to evaluate the nominee’s worthiness! Please limit your nomination to one page.)