



---

<b>SUBJECT:</b>	Employee Recognition Programs
<b>POLICY NO:</b>	III:22
<b>APPLICABLE TO:</b>	All Employees
<b>PAGE NO:</b>	1 of 2
<b>EFFECTIVE DATE:</b>	November 1, 2003
<b>REVISION DATE:</b>	August 1, 2018 (due to name change)

---

I. POLICY:

The success of the Hennepin Healthcare Research Institute (HHRI) in providing quality services to meet the needs of the company is dependent on the efforts of its employees. Therefore, it is important for HHRI to have competent and dedicated employees to provide effective and efficient services.

To express its appreciation to valued employees, it is the policy of the HHRI to recognize continued dedicated service through a formal program of service awards and farewell teas.

II. ELIGIBILITY

- A. Employees working .5 FTE or greater at the time of their anniversary date will be eligible for the Service Award Program.
- B. All employees, regardless of FTE, will be eligible for the Farewell Tea.
- C. If a terminated employee is rehired within one (1) year of their termination date, their previous HHRI years of service will count toward determining their service award level and consecutive years for farewell party recognition. If a terminated employee is rehired more than one (1) year from their termination date, the rehire date will be used for purposes of determining their service award date and consecutive years for farewell party recognition.

III. PROGRAMS

A. Service Award Program

- 1. The Service Awards Program recognizes employees' years of service in increments of five years. The program offers a "SuperCertificate" from which eligible employees may select a gift certificate for a desired retailer or service.
- 2. On a quarterly basis, Human Resources will send the Service Award Certificate(s) to the applicable employee's supervisor.
- 3. The supervisor should present the Service Award Certificate, along with information on how to redeem it, to the employee.
- 4. The employee makes their selection online and the gift certificate is mailed directly to the employee's home address.

B. Farewell Teas

- 1. HHRI Supervisors/Managers may request a Farewell Tea for a retiring or resigning employee with 10 or more years of consecutive service.
- 2. A budget of \$150.00 is available for this purpose and must be held during work time and on work premises.
- 3. The Farewell Tea Request Form is available from Human Resources.
- 4. Human Resources will order refreshments from the HCMC Cafeteria according to the Farewell Tea Request Form and within the defined budget.



---

<b>SUBJECT:</b>	Employee Recognition Programs
<b>POLICY NO:</b>	III:22
<b>APPLICABLE TO:</b>	All Employees
<b>PAGE NO:</b>	2 of 2
<b>EFFECTIVE DATE:</b>	November 1, 2003
<b>REVISION DATE:</b>	August 1, 2018 (due to name change)

---

5. Supervisors/Managers are responsible for all other arrangements including date, time, conference room reservations, invitations, guest book, camera, decorations, etc.