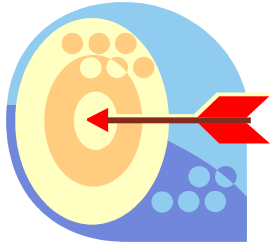


## PURPOSE:



*To provide recognition to staff for a job well done !*



## What types of items are there to purchase?

- Shirts
- Mugs
- Coolers
- MP3 Players
- Caps
- Vests
- Beads in a Box Credits
- Water Bottles
- and much more!



\*Please refer to the Mid Merchandise Catalog for more information and pictures of items.

### COMMUNITY ACTION PARTNERSHIP OF MID-NEBRASKA

Administrative Office  
16 W 11th Street  
Kearney, NE 68847  
(308) 865-5675  
[www.communityactionmidne.com](http://www.communityactionmidne.com)

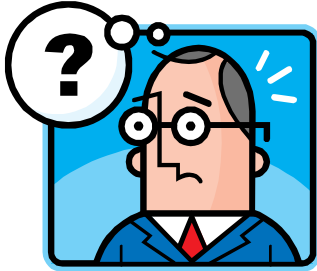


## Token of Appreciation

Staff Recognition Program



## How It Works:



Supervisors are given 5 Tokens of Appreciation per employee to distribute to their staff over the course of one year. Program Directors are given 5 additional Tokens to distribute to agency staff spanning all programs. All regular agency employees have the opportunity to earn at least 5 Tokens per year. For the purpose of this program, the year runs January 1<sup>st</sup> to December 31<sup>st</sup>.

Any time a supervisor catches an employee doing a superior job, or going above and beyond, they can reward that employee with a Mid Token.

Examples of activities that may constitute the distribution of a Token (this list is not inclusive of all activities):

- Providing superior customer service.
- Creating a more efficient procedure for the completion of a program required task.
- Seeking training outside of normal work hours that is specifically geared towards one's position and at that individual's own expense.

Employees will have the opportunity to "shop" with their Mid Tokens twice a year at the Mid Merchandise "Shop".



The shop will be open for staff to redeem their Mid Tokens once in the Spring, and once in the Fall. Staff will be notified of the dates approximately one month prior. A Mid Merchandise Catalog will be distributed to staff sites and is also available to view on the agency website.

Tokens do not need to be turned in yearly; employees may choose to save their Tokens over a period of time to be able to purchase an item that requires a larger number of Tokens to purchase.

To redeem Tokens, staff will complete a Purchase Order (found on the agency website), indicating the item(s) they would to purchase and submit the form and their Tokens to



Carrie Eurek, Human Resources Director within one week from the date the Shop is open. ***It is that EASY!***

If an employee begins employment anytime after January 1<sup>st</sup>, their supervisor would receive a prorated number of Tokens based on when the employee began employment.

**January-March 15<sup>th</sup> – 5 tokens**

**March 16<sup>th</sup>-June 1<sup>st</sup> – 4 tokens**

**June 2<sup>nd</sup>-August 15<sup>th</sup> – 3 tokens**

**August 16<sup>th</sup>-November 1<sup>st</sup> – 2 tokens**

**November 2<sup>nd</sup> – December 31<sup>st</sup> – 1 token**

If an employee resigns before they have an opportunity to cash in their Tokens, the Tokens would be collected by the supervisor and the supervisor would then keep them in their bank for redistribution. If an employee turns in more than 5 Tokens, the supervisor would keep 5 and turn the rest back into Human Resources for redistribution.

If an employee retires, they would be allowed to cash in their Tokens for merchandise available at the date of their retirement.

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For even more recognition, we will list the names of individuals who received a "Token of Appreciation" each month in our Senior Management minutes under staff recognition!