



Outstanding Achievement Award

Nominations may be submitted by any member of the SCAMHC staff, consumers, vendors or customers but the endorsement of the nominee's immediate supervisor must be recorded on the Nomination Form if it is submitted by someone other than the nominee's immediate supervisor. Staff may not nominate themselves. SCAMHC Outstanding Achievement Award is awarded quarterly to an employee or team who demonstrates a **high level of job performance, quality customer service and adherence to SCAMHC mission and values**. Only staff employed for at least one year and are in good standing are eligible for an award. Winners are recognized in the months of October, January, April and July. Cutoff date for submission of nomination is the last day of the month of prior to the month of recognition; example nominations for the January award recipient must be submitted by the last working day of December. Announcement of the award will be at the monthly Board of Directors meeting. Nominations are reviewed and judged by the SCAMHC Service Excellence Team (SET). Decisions by the SET are final. Nominations and attachments become the property of the committee.

Criteria:

The following criteria will be used in selecting the winner of the Outstanding Achievement Award.

- **Job Performance**- Unique situations where employee/team consistently go above and beyond what is required for a particular job. Employee/Team displays the SCAMHC values of teamwork, collaboration, and partnership.
- **Promotion of Safety**-Innovative idea created by employee/team to improve safety.
- **Internal/External Relationships**- A unique experience where the public was positively affected by employees' actions, attitude or demeanor.
- **Positive Attitude**- Employee/Team must demonstrate a positive and dedicated attitude. Employee/Team displays the SCAMHC values of respect, compassion, dignity, and fairness.
- **Leadership/Initiative**- Employee/Team must possess leadership/initiative qualities, with at least one specific example cited on nomination form.
- **Dependability/Punctuality**- Employee/Team must be in good standing with maintaining SCAMHC HR policy on time and attendance.

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Outstanding Achievement Award Winner must meet the following requirements:

- **Work Status:** Employees with continuous employment, either Full-Time or Part-Time, and achieving successful completion of probationary period, may be nominated.
- **Inclusion:** Employee cannot have received the Outstanding Achievement Award recognition more than once in a two (2) year period. After the two (2) year mark, employee will be eligible again forward.
- **Performance:** Employee must not have any poor performance indicators in job history spanning back two (2) years. Employee must not have disciplinary action by HR within last two (2) years.

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Procedure/Process

1. Criteria and current edition of the nomination form will be posted on the SCAMHC website. **Forms will also be available in the Human Resources office.**
2. Completed forms will be sent to the office of the Executive Director either by direct mail, email or by fax.
3. Each nomination will be logged and referred to HR for clearance to ensure the criteria for Outstanding Achievement Award are met.
4. To ensure anonymity the facilitator (Executive Director's office) will remove all identifiers from the nomination form prior to submission to the SCAMHC Service Excellence Team.
5. Final selection of the award will be determined by a majority vote of the Service Excellence Team. The Executive Director will make the final selection for the quarter based on recommendations submitted.
6. The Outstanding Achievement Award winner and his or her corresponding division head will be notified prior to the board meeting where the Outstanding Achievement Award will be honored.

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MISSION STATEMENT

We are dedicated to improving lives in a professional and caring manner.

VISION STATEMENT

To be THE premier provider of community behavioral health services through effective leadership, financial integrity, innovative use of technology and creative problem solving.



VALUES STATEMENT

A system of care is based on values and beliefs, whether written or implied. The following statements reflect the values and philosophy of our organization. It is important that every employee understands and embodies these values if the organization is to fulfill its mission. The centerpiece of our values is quality to the customer.

- We believe the most effective care is accessible, individualized, and supportive of families focusing on the recovery of the person as a whole.
- We believe each Staff member is an integral part of the Center and should be highly skilled; compensated fairly; rewarded for initiative; and supportive of one another while maintaining the highest level of ethical behavior.
- We are partners and neighbors within the communities we serve. We encourage cooperative efforts by eliminating barriers that separate staff and fellow agencies.
- Customer satisfaction is the hallmark of quality. The best way to ensure quality is to continually improve our processes.
- Prevention of errors rather than correction is the best way to achieve quality outcomes.
- We treat individuals with dignity, patience, and respect and provide services with confidentiality and compassion.
- We believe our success is based on:
 - our shared goals and commitment
 - our versatility and flexibility
 - the high expectations we have of ourselves
 - our openness to new ideas
 - our comprehensive, cost-effective service system

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Employee Recognition Award Nomination Form

Nominee's Information	
Name:	
Department:	
Office telephone:	
Nominator's Information	
Name:	
Department:	
Office telephone:	
Signature:	Date:
Supervisor's Information	
Name:	
Department:	
Office telephone:	
Supervisor's endorsement:	

In a simple essay form write Statements to include why you feel the person you will nominate should receive recognition for The Outstanding Achievement Award for the Quarter. The statements should include:

- **Examples of their leadership abilities as you see the individual or group display from day to day.**
- **Job performance**
- **Positive attitude and working well with others**
- **How the person work in the area of maintaining a safe environment in the workplace.**
- **List outstanding accomplishments the person or department have achieved which may include awards, or letter of appreciation, if known.**