

kudos Employee Recognition

- 1. Retirement recognition / awards**
- 2. Service Years recognition / awards**
- 3. Recognition Profile.** During New Hire Orientation (NEO) HR can add value to recognition given, by asking new employees how they prefer to be recognized. This optional form may be filed in HR, but also should be shared with the direct Supervisor for future recognition options. The form allows the new employee to select privacy options if desired.
- 4. Cochise Kudos** – A Cochise Kudos Recognition Card may be used by the public or co-workers (FT, PT, and ST) to give written recognition for observed behaviors that promote a better, kinder, more productive Cochise workplace; using the 2021 Cochise Guiding Statement values of: Collaboration, Encouragement, Civility, Innovation, and Service. This is a simple, quick, and formalized way to give recognition to FT, PT, and ST employees. Cochise Kudos are to be submitted to HR and are date stamped upon receipt. Self-nominations are not allowed. Cochise Kudos cards must be complete and legible for consideration. Blank forms may be printed hardcopy in each department as well as found online for employee or public utilization.
- 5. Quarterly Cochise Kudos** – Using the Cochise Kudos card received in HR regarding FT employees (not PT or ST), FT employees of the calendar quarter are selected and recognized by a standing recognition committee for exemplary behavior, as noted on the Cochise Kudos Recognition Card, using the criteria of the 2021 Cochise Guiding Statement values: Collaboration, Encouragement, Civility, Innovation, and Service.
 - a. Recognition of the selected quarterly FT Cochise Kudos employee may be given through the portal, general Friday Forums, staff meetings, internal webpage, convocation, or other meaningful methods of communication.
 - b. The recognition committee is chaired by the Executive Director of HR
 - c. The recognition committee membership consists of 3-7 FT employees who have been employed as a benefited employee at least one year, who voluntarily participate, and who are approved for service by their direct supervisor
 - d. Committee service terms are limited to 2 consecutive years
 - e. Committee membership may change due to resignation from the committee, request of the employee's direct Supervisor, or termination/ resignation of employment. A newly appointed committee member's term is expected to last 2 years
 - f. The recognition committee will meet quarterly, during business hours
 - g. The review of Cochise Kudos nominations and selection of quarterly Cochise Kudos by the recognition committee is done without knowledge of the nominated FT employee's name, or other identifying factors, to avoid recognition committee favoritism or bias
 - h. The final selection is done by majority vote of the present members of the recognition committee (quorum minimum = 3). Up to 3 FT employees may be selected for recognition per quarter. The chair is a voting member of the committee when a tie-breaker is needed. The selected FT employee(s) must then be approved by their direct Supervisor to receive the recognition

- i.** Discussion and selection of quarterly Cochise Kudos by the recognition committee is to remain confidential
- j.** Recognition committee members, and any employee with oversight or influence over the Cochise Kudos recognition program, such as HR Talent Management and the Executive Administration, are not eligible for quarterly Cochise Kudos selection. Committee members are not allowed to submit a Cochise Kudo
- k.** FT employees selected for quarterly recognition may not be considered for another recognition within 12 months of the last recognition received
- l.** Nominations not selected for quarterly recognition will receive a congratulations notification regarding the Cochise Kudos nomination