




switchpoint™

## EMPLOYEE RECOGNITION PROGRAM

RECOGNITION CERTIFICATES are available to Managers + ALL Staff in order to Shout-Out and Recognize the GOOD Things we SEE in our Teams/Coworkers!!

**PLEASE find a spot/wall in your department/location where you can PRINT & POST these Certificates!!**

\*Fillable RECOGNITION CERTIFICATES can be found on your BambooHR home page under Company Links. OR here →  [Certificates fillable](#) (or use the blank one to create your own!)

EMPLOYEE APPRECIATION \$ (Dollars) will be issued to Managers quarterly.

Employee Appreciation \$ may be awarded to any staff (*in desired, applicable amount*) along with their Recognition Certificate.

**HR MUST be NOTIFIED when APPRECIATION \$ are GIVEN OUT by MANAGERS...How Many and to WHOM...** This is so we can track and make sure the correct employees are cashing them in... and they aren't used twice, etc.

### SWITCHPOINT APPRECIATION STORE:

\*Employees receiving APPRECIATION \$ can redeem them **through the HR TEAM** for Available Switchpoint SWAG and Gift Cards (Target, Restaurants, etc.)

\*SEE APPRECIATION STORE BROCHURE

WORK ANNIVERSARIES: Employees will be recognized by Switchpoint Admin and Board.

Employees will receive recognition and Appreciation \$ on or near the date of their work anniversary.

The amount of Appreciation \$ will be based on the employee's years of Service. 😊

BIRTHDAYS: All employees will be sent or receive a BIRTHDAY CARD from Admin on or near their Birthday. 🎂

Managers can view the Birthdays of those they supervise in BambooHR and are encouraged to Celebrate Birthdays in their departments.