

VINCENTIAN

CALLING ALL EVERYDAY HEROES!

Vincientian is seeking nominations to celebrate the hard work of our employees. Please help us by nominating an Everyday Hero who deserves to be recognized for going above and beyond in their duties and residents/children care.

Who is eligible? *Employees who have been with Vincientian for at least 6 months and do not have any corrective action above a written warning.*

Each building has a nomination box where you can find nomination forms and submit nominations. If you don't see it, ask your manager where it is located. Review the Criteria for Nomination, which outlines what an Everyday Hero is.

The next Everyday Heroes will be recognized for January 1 - March 31, 2021, time period. Nominations are due by April 15, 2021.

After nominations are reviewed and Everyday Heroes are chosen, the names will be announced and rewards will be given by April 30, 2021.

Please see your manager if you have any questions regarding the program.



CRITERIA FOR NOMINATION

HONORING AND ACKNOWLEDGING EMPLOYEE EXCELLENCE

Everyday Heroes honors and acknowledges employees for going above and beyond at work every quarter.

Award recipients are employees who embody the Core Values of Vincentian's mission, do high quality work, consistently display characteristics valued and appreciated by coworkers, are a reliable compass - continually pointing the organization in the direction of its goals and aspirations - within the last year, and must have 6 months of service with Vincentian and no corrective action at the written warning or above level.

To be considered, the nominee should exhibit on-the-job performance that fulfills one or more of the following criteria:

Spirituality | *Attentiveness and concern to matters of spiritual well-being as well as caring for resident's physical needs.*

Compassion | *A concern for the needs of others with the desire to respond, requiring a respect for the dignity of every person as we serve those in need to the best of our ability.*

Dignity | *The quality of knowing that every individual - children, the sick and elderly - are deserving of respect and concern as we strive to meet their basic human needs.*

Quality | *A degree of excellence that demands competent services in a caring environment, from the atmosphere of the workplace to the expertise of the persons rendering the service.*

Collaboration | *Working together in the cooperation toward a desired goal with openness and generosity to others in order to improve services to children, the sick, and elderly.*

Innovation | *A new method, idea or product that meet new requirements, unarticulated needs or existing market needs. It is a progressive mindset that permits all facets of our ministries to ensure continued growth and sustainability.*

Stewardship | *The responsibility of managing human and financial resources effectively and calling for accountability.*

Advocacy | *Pleading the cause of another and championing the rights of children, elderly and the sick within Vincentian.*

NOMINATION APPLICATION ...



EVERYDAY HEROES
GOING ABOVE AND BEYOND

NOMINATION FORM

PLEASE PROVIDE THE FOLLOWING INFORMATION FOR THE PERSON YOU ARE NOMINATING:

Employee Name

Facility

Work Department

Nomination Details

Please describe the actions/activities of the nominee that pertain to the Everyday Hero criteria.

Specific examples of on-the-job performance, names, dates, and location - when possible - are required.

If more space is needed, please feel free to attach additional pages.

NOMINATORS CONTACT INFORMATION

I am a (please circle one): Resident | Family Member | Coworker | Supervisor/Manager | Vendor | Other

Name

Email

Phone

Address or Facility

FREQUENTLY ASKED QUESTIONS

What is Everyday Heroes? *An employee recognition program that celebrates and shows appreciation for Vincentian employees. Each Vincentian facility has an Everyday Heroes nomination station where employees, residents/patients, families and others can nominate a Vincentian employee they feel deserves recognition for going above and beyond. The nomination forms are compiled quarterly, a winner(s) will receive a special prize and be recognized throughout the system.*

Who can nominate Vincentian employees for the Everyday Heroes program?

Coworkers, management, leadership, volunteers, residents/patients, families, visitors, vendors or anyone involved with Vincentian can nominate an Everyday Hero.

What does it mean to be an Everyday Hero? *An Everyday Hero regularly goes above and beyond at work, serves as a role model to all members of Vincentian and embodies at least one, if not many, of the Vincentian values: Spirituality, Compassion, Dignity, Quality, Stewardship, Advocacy, Collaboration, and Innovation.*

How do I nominate a Vincentian employee for the Everyday Heroes program?

Complete a nomination form and submit it at a nomination station in any Vincentian facility or submit it by email to hr@vcs.org. Please contact your facility's administrator or the HR Team for help locating a nomination station.

I nominated a Vincentian employee, but they were not selected as an Everyday Heroes winner.

Thank you for taking the time to nominate an employee! Every nomination is important and deserving of recognition. Senior Leadership and management receive a list of nominated employees each quarter and the eligible employees will be recognized in Vincentian's e-news, The Spark. All nominees will be entered to win a prize drawing at the end of the year. Note: The Everyday Heroes winner(s) from each quarter are eligible for the annual prize drawing.

Who do I contact for questions and/or feedback about the Everyday Heroes employee recognition program?

Please contact the HR Team at hr@vcs.org.

Does an employee have to be full-time to be nominated?

Any employee can be nominated for Everyday Heroes, regardless of their scheduled hours, as long as they have been with Vincentian for at least 6 months.



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