

TEAM BUILDING REWARDS AND RECOGNITION



Recognition can come from anyone. It isn't the sole responsibility of the leader; however, the leader is key in creating an environment where recognition is encouraged and practiced.

WHY IS EMPLOYEE RECOGNITION IMPORTANT?

- Employees feel valued and appreciated
- Gives employees a sense of ownership and belonging
- Increases employee motivation
- Increases employee engagement
- Improves employee retention
- Improves morale
- Encourages others to go above and beyond what is expected of them



ACCORDING TO GLASSDOOR

- 80%** of employees are more motivated when they feel appreciated.
- 71%** of highly engaged employees work where peers are recognized at least monthly.
- 31%** of engaged employees are proven to be 31% more productive.

Here are several ways you can provide team building, rewards, and recognition in your department!



ADMINISTRATIVE LEAVE

A great way to reward and say thank you to your employee by giving them paid time off when they've gone over and beyond or put in extra hours or hit the mark on a project or is the next best thing since sliced bread. You can award this in hourly increments.

Contact your HR Generalist with any questions.

GUIDING PRINCIPLES BONUS

Appointing authority can award up to \$500 when an employee's action or behavior exemplifies one or more of the guiding principles. \$501-\$1,000 needs Guiding Principles Committee review and County Manager approval. Fill out LCHR-46 to request.



Provide flexible work schedules, telework options, or an off-site work day.

CELEBRATE MILESTONES

- Birthdays
- Work anniversaries
- Births and adoptions
- Marriages
- Other significant events



EMPLOYEE OF THE MONTH

Nominate your employees, and encourage staff to nominate each other. Winners receive an engraved award, a lapel pin, a \$100 Visa gift card, their picture on display, a framed certificate, and a rose. You can find the nomination form online.



TOOLS AVAILABLE FROM HUMAN RESOURCES

- **Coaching**
Help your staff develop in a way they've not experienced before.
- **Recognition Inventory**
Find out from your staff how they like to be recognized.
- **Training/Professional Development**
- **DiSC Profile Assessment**
Contact your HR Generalist to explore how this tool may build team cohesion, understanding, and improve communication.



OTHER IDEAS

- Traveling Trophy
- Treasure Box/Drawer
- Affirmations
- Favorite Food or Treat
- Thank You
(verbal or written)



- Practice Random Acts of Kindness, or Pay It Forward activities

- **Extra Mile**
Get some Extra gum and put it on a certificate that says, "Thanks for going the Extra mile by..."

- **Create a Wall of Fame**
Or a Wall of Gratitude or Wall of Fun
- **Plan an Event or Celebration with another department, team, or office.**

Read "How Full is Your Bucket" by Tom Rath and Donald O. Clifton, and start filling each other's buckets.

thank you

WHAT WORKS



TIMELY

Recognition should be in the moment and close in time to the action or behavior being recognized.



SPECIFIC

Specific to the accomplishment (e.g., Your attention to detail and accuracy on the report was great and really helped the team decide what to do next! vs. Keep up the great work!)



PERSONAL & AUTHENTIC

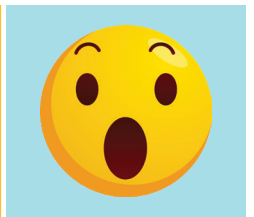


SINCERE & HEARTFELT



MEANINGFUL

Meaningful to the employee's preferences (ie., public vs. private).



UNEXPECTED



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