

**BENCO
Personnel Manual**

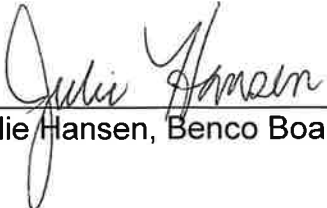
BRAVO AWARDS, EMPLOYEE OF THE MONTH AND YEAR

Bravo Awards are designed to commend Benco employees for a “job well done”. If an employee feels another employee has done something exceptionally well and/or has gone above and beyond their job duties and would like to recognize that employee, an employee can write that employee a Bravo Award. Any employee can receive a Bravo Award and any employee can give a Bravo Award. Blank Bravo Awards will be available at each Benco location. Bravo Awards will be made in duplicate. One copy will go to the recipient and one copy to the recipient’s supervisor.

Each quarter, Benco will hold a drawing with all Bravo Awards given since the last drawing entered. The recipient whose name is drawn will receive \$50.00. In addition, a drawing will be held including all names of those who gave a Bravo Award. The winner of this drawing will receive \$10.00.

Any employee may nominate another employee that they feel has gone above and beyond for nomination for “Employee of the Month”. The nomination form will be completed and submitted to the Benco Administrative Office by the 10th of each month. Program Coordinators and Administrative Staff cannot be nominated.

Members of the Benco administrative team will read each anonymous nomination and decide which employee will receive “Employee of the Month”. That employees name will be placed on a plaque that is located at the Benco Administrative office for all to see. The employee chosen will receive a certificate and other recognition associated with the honor. At the beginning of each year the administrative team will review monthly nominations from the previous year, review work quality and evaluate job performance to choose one person to be recognized as Employee of the Year. The employees name will be placed in the center of the plaque for the year the employee is “Employee of the Year”

Approved By: 
Julie Hansen, Benco Board President

Date: 7/21/22