

AIM Independent Living Center
Employee of the Month/Employee Recognition Program

Employee of the Month:

Employee of the Month nominations are due by the 15th of the month to admin. Employee nomination forms are reviewed to ensure each nomination meets the CORE Characteristics described on the nomination form. Once it has been determined that the nominees meet the criteria each nominee will be entered into a drawing for Employee of the Month. The staff selected as Employee of the Month will receive a reserved parking spot for the month, recognition in AIM's newsletter/peer recognition, and an AIM token. All nominated staff will receive an AIM token. AIM tokens can be turned in for gift cards in specific increments.

Employee Recognition Program:

AIM's Employee Recognition Program will be a token based system. Each manager will receive 5 AIM tokens each month. Managers can give these tokens to staff based on employees going above and beyond their job duties and by meeting the CORE Characteristics described on the Employee Nomination Form. Managers can hand out anywhere from 0-5 tokens throughout the month. These tokens can be used in conjunction with the tokens received through the Employee of the Month nominations. Once staff have saved a certain increment of tokens they can trade them in for gift cards. Tokens can be brought to admin. to exchange for the gift cards.

The token amounts are as follows (Tokens-Gift Cards):

10 tokens-\$25.00

18 tokens-\$50.00

35 tokens-\$100.00

Note: AIM employees are responsible for their tokens. Once you have reached the increment in which you would like to exchange, you are responsible for turning them in for a gift card.