

Employee Reward Program Points Criteria Effective April 1, 2009

The following information is ***effective April 1, 2009*** and supersedes all prior information pertaining to points criteria for the Employee Reward Program. This information is also available on the staff page of each division⁴ of the Tri-County Mennonite Homes' website www.tcmhomes.com.

Tri-County Mennonite Homes (TCMH) appreciates each staff member and the significant contribution they make toward achieving our mission of providing high-quality service to seniors and supported individuals. It is in this spirit that TCMH is providing this program for all non-management staff as one way of recognizing and rewarding you for your hard work and commitment.

Points will be awarded for various individual and department activities and achievements in the following areas: staff development, committee work, short notice call-in, attendance, health & safety and unique contributions beyond the call of duty.

Recording, Accumulating and Redeeming Points

- It is the **employee's responsibility to maintain their Points Booklet** (i.e., asking for earned points at the completion of the activity, safe-keeping of their Points Booklet, redeeming points).

Staff Development

- **10 points** for attending in its entirety any in-service or seminar that is available to all staff in the division⁴
- **10 points** for divisional⁴ all-staff meetings (not departmental)
- **15 points** for completing WHMIS training

Committee Work

- **15 points per committee per year³** for sitting on an internal committee

Short Notice Call-In

- **2 points** for every short notice¹ call in worked

Perfect Attendance

- **5 points** for perfect attendance in any one quarter² of the year³.
- **An additional 5 points** for having achieved perfect attendance in three consecutive quarters². (The employee has now earned a total of 20 points.)
- **An additional 15 points** for having achieved perfect attendance for the full year³. (The employee has now earned a total of 40 points for the entire year.)
 - Illness, snow day absenteeism, WSIB injury, weekly indemnity, no shows, unapproved staff switches or other unapproved time off will affect the employee's attendance record.
 - Approved vacation and PUT days will not affect the employee's attendance record

Health & Safety

- If an entire division⁴ has no WSIB lost time⁵ quarterly², each employee in the division⁴ is entitled to accumulate **5 points** for that quarter². (i.e., 3 quarters² with no lost time⁵ = 3 x 5 = 15 points).
- If there is no WSIB lost time⁵ for the entire year³, all employees of that division⁴ are entitled to a **bonus of 30 points** (the result being 4 quarters² x 5 points = 20 points + a bonus of 30 points = a total of 50 points for a full year³ with no WSIB claims)
- Each quarter² starts new, even if a lost time injury claim carries over into a different quarter².

Unique Contributions

- Department Directors must award **20 points** each quarter² to one or more employee(s) in their department who they feel has/have demonstrated an outstanding achievement or accomplishment beyond their normal duties within TCMH or in the community. These points are awarded anonymously and are non-disputable. Directors must provide a report to their Executive Director explaining their choice(s).

Redeeming Points

- Points may be accumulated from April 1 to March 31 and do not carry over into the next year³.
- Points may be redeemed at any time throughout the year³.
- **Points must be redeemed within 30 days after March 31st each year or be forfeited.**
- Regardless of how many points an employee accumulates in a given year, she/he is entitled to redeem points for only one day off with pay⁶ per year³. Any remaining points may be used to redeem other reward items but not a 2nd day off with pay.
- To comply with the Canada Revenue Agency requirements, rewards received through the TCMH Employee Rewards Program must be considered as taxable benefits and, as such, the **value of the rewards will be added to the employee's taxable earnings.**

Redemption Chart

Reward Item	Reward Points
\$6 Tim Horton Gift Certificate	30
\$12 Swiss Chalet Gift Card	50
\$30 Canadian Tire Gift Card	75
\$60 Cash	100
One day off with pay ⁶	125

FOOTNOTES

- 1) **Short Notice Call In** means being called into work within 4 hours of the beginning of the shift
- 2) **Quarters/quarterly** means April 1 to June 30, July 1 to September 30, October 1 to December 31, January 1 to March 31
- 3) **Entire Year/Per Year** means April 1 through to March 31
- 4) **Division/divisional** means Aldaview Services, Greenwood Court or Nithview Community
- 5) **No WSIB lost time quarterly** means that WSIB has not had to pay an employee for time away from work during that quarter². Therefore, day of injury does not count and if the employee either returns for the next scheduled day, or returns the next scheduled day on modified duties, staff will not be penalized.
- 6) **One Day Off With Pay** – Pay will be calculated in the same manner as a statutory holiday (1/20th of the last two full pay periods prior to the day taken off).