

## Employee Reward Program Points Criteria Effective April 1, 2011

The following information is ***effective April 1, 2011*** 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 division<sup>4</sup> of the Tri-County Mennonite Homes' website [www.tcmhomes.com](http://www.tcmhomes.com).

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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: employee referrals, committee work, short notice call-in/extension of shifts, attendance and health & safety.

### 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).

### Employee Referrals

- **5 points** for a referral that is hired
- **An additional 15 points** if the new hire exceeds their probationary period of 90 days

### Committee Work

- **15 points per committee per year<sup>3</sup>** for sitting on an internal committee

### Short Notice Call-In/Extension of shifts

- **5 points** for each occurrence, when one either works 2 hours or more over their regularly scheduled shift (which must be pre-approved/requested) and/or is called in to work within 4 hours of the beginning of the shift

### Perfect Attendance

- **5 points** for perfect attendance in any one quarter<sup>2</sup> of the year<sup>3</sup>.
- **An additional 5 points** for having achieved perfect attendance in three consecutive quarters<sup>2</sup>. (The employee has now earned a total of 20 points.)
- **An additional 15 points** for having achieved perfect attendance for the full year<sup>3</sup>. (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 division<sup>4</sup> has no WSIB lost time<sup>5</sup> quarterly<sup>2</sup>, each employee in the division<sup>4</sup> is entitled to accumulate **5 points** for that quarter<sup>2</sup>. (i.e., 3 quarters<sup>2</sup> with no lost time<sup>5</sup> = 3 x 5 = 15 points).
- If there is no WSIB lost time<sup>5</sup> for the entire year<sup>3</sup>, all employees of that division<sup>4</sup> are entitled to a **bonus of 30 points** (the result being 4 quarters<sup>2</sup> x 5 points = 20 points + a bonus of 30 points = a total of 50 points for a full year<sup>3</sup> with no WSIB claims)
- Each quarter<sup>2</sup> starts new, even if a lost time injury claim carries over into a different quarter<sup>2</sup>.

## Redeeming Points

- Points may be accumulated from April 1 to March 31 and do not carry over into the next year<sup>3</sup>.
- Points may be redeemed at any time throughout the year<sup>3</sup>.
- **Points must be redeemed within 30 days after March 31<sup>st</sup> 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 pay<sup>6</sup> per year<sup>3</sup>. Any remaining points may be used to redeem other reward items but not a 2<sup>nd</sup> 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
\$10 Tim Horton Gift Card	30
\$20 Swiss Chalet Gift Card	50
\$30 Canadian Tire Gift Card	75
\$60 Cash	100
One day off with pay <sup>6</sup> <small>Limit of one per year</small>	125

## FOOTNOTES

- 1) **Short Notice Call In/Extension of shift** means being called into work within 4 hours of the beginning of the shift or when one works 2 hours or more over their regularly scheduled 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 quarter<sup>2</sup>. 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 (1/20<sup>th</sup> of the last two full pay periods prior to the day taken off).