

12.12 Special Acknowledgements

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc., when warranted, to recognize others for certain accomplishments.

Procedure:

Special recognition shall be awarded for employees who have completed their GED, employees who have completed an advanced degree, are retiring or who have demonstrated such things as improved performance or behavior.

Procedure for Special Recognition for the completion of GED:

- Refer to Policy & Procedure 5.05, *Employee GED Bonus Plan Program*.

Procedure for Special Recognition for the Completion of an Advanced Degree:

- It is the responsibility of the employee's immediate supervisor to be aware of the individual's educational accomplishments and to notify the Marketing Department when an employee successfully completes an advanced degree.
- The Marketing Department will generate a special recognition certificate recognizing the employee's accomplishment.
- The CEO/President and the Director of Human Resources will sign the certificate and present it to the employee.

Procedure for Special Recognition for Retirement from Goodwill Industries:

- The Human Resource Department shall maintain a record of employee's pending retirement.
- All plans and activities scheduled during the normal workday shall be coordinated through the Marketing Department.
- Retirement gifts and recognitions will be determined relative to the individual, length of service and position. All recognition shall be presented with respect and dignity for the retiring individual.
- Retirement activities expenses must be approved by the Marketing Department.

Procedure for other special acknowledgements:

- Recognized employees must have met at least 96% attendance (or acceptable attendance standards) for the past month.
- Recognized employees must not have received any disciplinary actions for the past month
- Copies of any written acknowledgement must be sent to the Human Resource Department for placement in the employee's personnel file.