

EXAMPLES OF "POSITIVE REWARDS" OR "RECOGNITION" ACTIONS

Job performance counseling techniques may also be utilized by the supervisor to recognize outstanding or positive job performance factors of an employee. Such applications might follow a period of improvement by an employee after earlier job performance counseling sessions. The reinforcement of the improvement or simply the recognition of otherwise outstanding performance will encourage the employee toward further improvement or will encourage the employee to continue with the outstanding performance.

Supervisors should routinely make notes of job performance problems as they occur for entry into the supervisor's "currently using" records of the employee or into the employee's formal employment records. Records should also be kept for outstanding-performance instances.

In addition to the job performance counseling sessions and documentation acknowledging improvement or positive performance, there are several other "reward actions" or "special recognition actions" which may be utilized by the supervisor, provided they are consistent with the employer's policies. Some such positive recognition actions include:

- Personal compliments and the expression of gratitude to the employee
- Recognition comments in letter to an employee and in an employee's employment records, such as: "Thank you for your valued services."
- "Exceptional/outstanding service" comments on employee's evaluation
- Commendation comments about an employee by the employee's supervisor in a letter to the employee's supervisor's manager
- Letters or visits from top-level managers, with the knowledge of the supervisor
- Commendation comments to an employee by the employee's supervisor's manager, when the manager makes the employee aware that the supervisor made the manager aware of the employee's outstanding performance. Such action indicates to the employee that the employee gets credit for hi/her performance.
- "Thanks for a job well done" letter sent to employee's home address with or without flowers, fruit basket, etc.
- "Thanks for a job well done" bulletin board notice posted to the crew for group accomplishments
- Special recognition lunch or dinner
- Gift certificates which do not violate the employer's business ethics policy
- Recognition pen and pencil sets, pins, tie clasps, coffee mugs, hats, jackets, etc.
- Magazine subscription sent to employee's home
- Award of promotion/advancement based upon positive comments in employee's file
- Tickets to sporting events, concerts, etc.
- Books with personalized inside cover commendation written by the supervisor
- Improvement recognition cover letters attached to previous file copies of disciplinary letter or letters with positive statements that are attached to or replace previous records of job performance counseling sessions or disciplinary letters (as per company policy only)
- "Employee of the month" recognition