

# Designing a reward system



**ASSIGN  
BUSTER**

The Human Service goal is to implement a rewards program that will encourage employees to go above and beyond their standard work ethics; for improvements within the organization to reach the intended goals at a faster and more efficient rate. The employee's performance will be the key element in determining who will receive the rewards. This will be done on a monthly basis and will be given to the employee who has produced the highest work performance. The managers of that department will choose a team leader who will work with the manager by helping to motivate the employees.

A mandatory meeting will be schedule where every employee will be informed of the date that the reward system will begin and end. The rules and regulations for the reward system and a brief summary of how the reward system was decided on, each department will be recognized for its highest performer and will be determined accordingly. After the first month we will meet again to get employees input on the reward system and their views on it, to determine if changes need to be made to satisfy all employees.

If you do not perform then you will not be considered for the reward. Managers of the department will be informing the workers on a weekly basis of their performance and how they are doing also where they need to improve in order to qualify for the rewards program. Assistance will be given to any employee who shows a need or ask for assistance and this will not count against the employee. It will be the manager's, team leaders and employee's responsibility to make sure that they are working at their highest level of performance.

Reward System In developing a reward system, I took the steps of implementing employees survey, getting employee input with coming up with rewards that are both practical and rewarding to the employees. Keeping in mind that all employees' basic needs are met and that recognition and appreciation is the company's main goal in developing the reward system. Employees must continue to have perfect attendance also qualify for the reward, no exceptions will be made.

Employees will also attend a yearly employee's banquet where prizes will be presented for employee of the year; this will be given in the form a gift card and plaque. The winners will be chosen based on attendance and performance by managers from each department who will be keeping a progress chart and a goal chart that will allow the employees to see where they are and what level they are on. The manager and team leaders will be communicating with employees on a daily basis to keep them informed of the reward system's details and deadline that they will be required to meet.

Employees will be shown respect at all times and encouraged to work harder, at no time will an employee be disrespected because of his/her level of work productivity. Praise and recognition will be the priority of manager when it comes to motivating the employees. Each employee will receive both verbal and written praise from the management team. Managers are expected to do their part with working towards the goals of each department also; no one will be exempt from the rewards program do to unfair treatment within the departments.

The managers are expected to conduct themselves in a professional manner at all times, regardless of their feelings toward an individual employee. Any

manager who is found to be bias or giving special privileges to an employee will be held accountable for his/ her actions including but not limited to suspension and or termination. Any employee who engages in unprofessional work ethics will be held accountable to his/her actions including but not limited to suspension and or termination. This reward system will be conducted in a honest and fair way throughout the entire organization.

We want to make this work as enjoyable and rewarding as possible while at the same time increasing our performance and quality of work within the organization. Each employee is expected to work above average while working towards completing the goals that have been set. Your full cooperation is expected while going into the rewards program with an open mind and the mindset of working towards the same goal as the organization. We are working towards building the workers morale while at the same time developing better work habits for our employees.

Team work is encouraged whenever possible but each review will be done on an individual basis. Quality work will be expected from all employees and will also be a factor in determining who will receive the rewards; the goal is to increase the productivity and quality of our work. Each department will have a different set of goals to reach within a month's time; work load will depend on the department, still everyone will be treated and recognized equally and guidelines for selecting the winners will be followed.

Employees will be allowed to win every month there are no limitations to the amount of times one employee can win. To be clear once the winner from each department is chosen they will all be presented to the managers as a whole and a 1st, 2nd and 3rd place winner for that month will be

determined, then the department will be chosen to receive the free lunch for a month; so each month there will be 3 individual winner and one department winner.

Yearly an employee from each department will be nominated for employee of the year and a 1st, 2nd, 3rd place winner will be chosen to win the prizes.

Prizes Three prizes for the rewards program involve monthly pay bonuses, promotions within the organization and the department who has the highest department performance will be given a free lunch for a month. There will also be gift cards for 2nd and 3rd place winners within the rewards system.

These prizes were chosen by a group of employees representing each department within the organization after conducting a survey. The prizes chosen are to ensure motivation and productivity within each department and to make sure that they are prizes that will motivate the employees to reach the goals and also that they are prizes that would be enjoyed by the winners of the rewards program. I encourage everyone to work towards their departmental goals and to apply a good work ethic.

Some will work because of the rewards presented and others will work because of their own personal work ethics and a desire to succeed. Remember promotions will be made as well as pay bonuses, department lunches for a month and gift cards. We are working as a team in the end with some of the most exceptional workers at this organization. Let's make sure that the productivity and quality comes first.