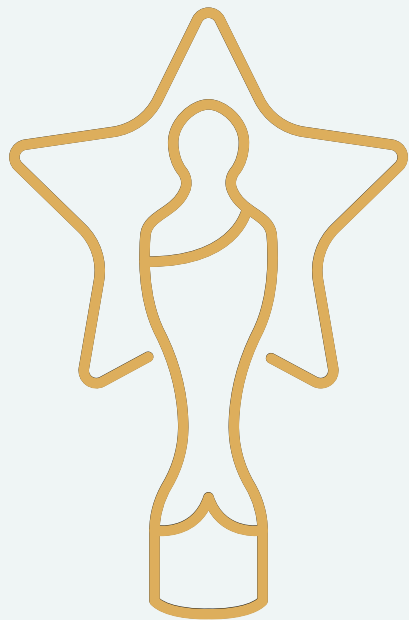


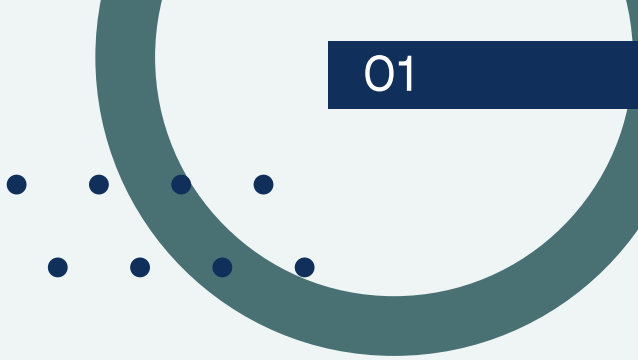
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HealthStar
PHYSICIANS OF HOT SPRINGS

**EMPLOYEE
OF THE YEAR
PROGRAM**



EMPLOYEE OF THE YEAR PROGRAM

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MISSION

To be a leader in patient-centered healthcare with excellence in quality, service, and access.

VISION

A place where patients recommend their family and friends, where employees are proud to work, and that communities are proud to partner with.

VALUES

Put people first. Be an advocate for positive change. Be bold & think differently. Do the right thing.

INTRODUCTION

HealthStar's Employee of the Year initiative is designed to recognize and reward outstanding employees who consistently deliver exceptional performance, dedication, and embody HealthStar's mission and values. It is a prestigious award that goes beyond the monthly employee recognition program. The award is presented to individuals who have exceeded their regular job responsibilities and have set a positive example for their peers to follow.

ELIGIBILITY CRITERIA

To qualify for consideration for the Employee of the Year award, nominees must meet the following criteria:

- **Employment Status:** Employees in full-time and part-time positions, including managers and administration, with a minimum of one year of service by October 31st of the current year are eligible. However, temporary, PRN, or contractors are not eligible for consideration. Additionally, HealthStar's CEO is also ineligible for this recognition.
- **Attendance:** Maintain a consistent record of meeting attendance metrics.
- **Excellence:** Demonstrate outstanding performance, leadership, teamwork, and innovation.
- **Values:** Uphold the company's mission and values and contribute to their growth.
- **Dedication:** Consistently go the extra mile without being asked and show extraordinary loyalty and dedication to HealthStar.
- **Growth:** Advance knowledge by learning new skills and continuously seeking improvement in work methods, efficiency, and responsibilities.
- **Quality:** Demonstrate outstanding competence in the performance of job requirements and the quality of work.
- **Collaboration:** Exhibit cooperation, compassion, and a friendly demeanor toward fellow employees on a regular basis.
- **Contributions:** Make substantial contributions such as improving work methods, enhancing departmental efficiency, introducing new ideas, and expanding job responsibilities.
- **Other Exceptional Qualities:** Possess other qualities that make them deserving of this award.

Don't sweat the rules! If you know of an employee who has performed a heroic act like saving a life or who's done something outstanding, nominate them - it unquestionably fits our criteria.



NOMINATION PROCESS

- Nominations can be submitted by managers, peers, or providers. Self-nominations are not eligible.
- Nominations should be submitted using the official "Employee of the Year Nomination Form" (see below and attached).

Nomination Description Requirement:

- Nominations must be thoughtfully composed, consisting of a minimum of five (5) sentences to ensure a comprehensive and detailed description of the nominated employee's exceptional qualities, contributions, and dedication. Nominations falling short of this requirement will regrettably not be considered for evaluation by the selection panel.

NOMINATION FORM

The "Employee of the Year Nomination Form" can be accessed by scanning the QR code on this page. A copy of the form is also included in this packet. You can access it online at <https://form.jotform.com/232555423567056>.

Submission Options:

- Nominations can be submitted electronically or on paper.
- Completing the form through the QR code will automatically submit it.
- Paper submissions can be sent electronically to Heather@HealthStarPhysicians.com or dropped off at/mailed to HealthStar's Central Business Office, 1661 Airport Road, Suite D, Hot Springs, AR 71913.

Submission Deadline:

- Nominations will be accepted starting on November 8th and must be submitted to Heather Lowrey at HealthStar's Central Business Office by Monday, November 27th, 2023, at 9:00 p.m. CST.



CONSIDERATION

EVALUATION

- A selection committee, known as 'The Employee Honors Advisory Board' and comprised of representatives from various departments and levels of the organization, will meticulously evaluate the nominations based on the Eligibility Criteria outlined on page 3.
- The Employee Honors Advisory Board will choose one Employee of the Year.

COMMUNICATION

- Program details will be communicated through the company's intranet, which includes platforms like Paylocity and Teams, as well as through posters and, if applicable, during company meetings.
- Clear instructions on the nomination process and deadlines will be provided.



Questions?

Feel free to contact your supervisor or reach out to Heather Lowrey at Heather@HealthStarPhysicians.com for assistance.



THE FINALE

ANNOUNCEMENT

- The Employee Honors Advisory Board will choose one Employee of the Year and the recipient will be publicly announced during HealthStar's Annual Holiday Spirit Week or at the HealthStar Christmas Party, as applicable for that year.
- Senior management will personally congratulate the winner and share their achievements.

RECOGNITION & REWARDS

- The selected Employee of the Year will receive a personalized award, \$500 cash, sixteen (16) hours of PTO, and a feature article in the company newsletter.
- Their achievement will also be highlighted on the company's intranet, across various social media channels, and on the company's digital billboard.

FEEDBACK & IMPROVEMENT

Upon the program's conclusion, all participants will receive an invitation to share their feedback through a survey, which will contribute to improving future initiatives. We value and appreciate your input regarding the program's effectiveness and any suggestions for improvement.



EMPLOYEE OF THE YEAR NOMINATION FORM



Nomination Deadline: Monday, November 27th, 2023, at 9:00 p.m. CST.



Paper submissions can be submitted electronically to
Heathere@HealthStarPhysicians.com or dropped off at/mailed to HealthStar's
Central Business Office, 1661 Airport Road, Suite D, Hot Springs, AR 71913.

Nominee's Information:

Nominee's Name

Clinic/Dept.

Nominated By:

Your Name

Your Clinic/Dept.

Your Phone No.

Reason for Nomination: *FOR PAPER SUBMISSIONS, ATTACH ADDITIONAL PAGES IF NEEDED.*

Please provide a detailed explanation of why you believe the nominee should be considered for the "Employee of the Year" award. Please include specific achievements, contributions, and any other relevant information that highlights their excellence. Additionally, please explain how this nominee embodies and participates in the advancement of HealthStar's mission and values.

Additional Comments (Optional):

Is there anything else you would like to add about the nominee's performance, teamwork, or dedication? Feel free to add any additional comments or remarks that you believe support the nomination.



Thank you for recognizing the outstanding contributions of our employees!