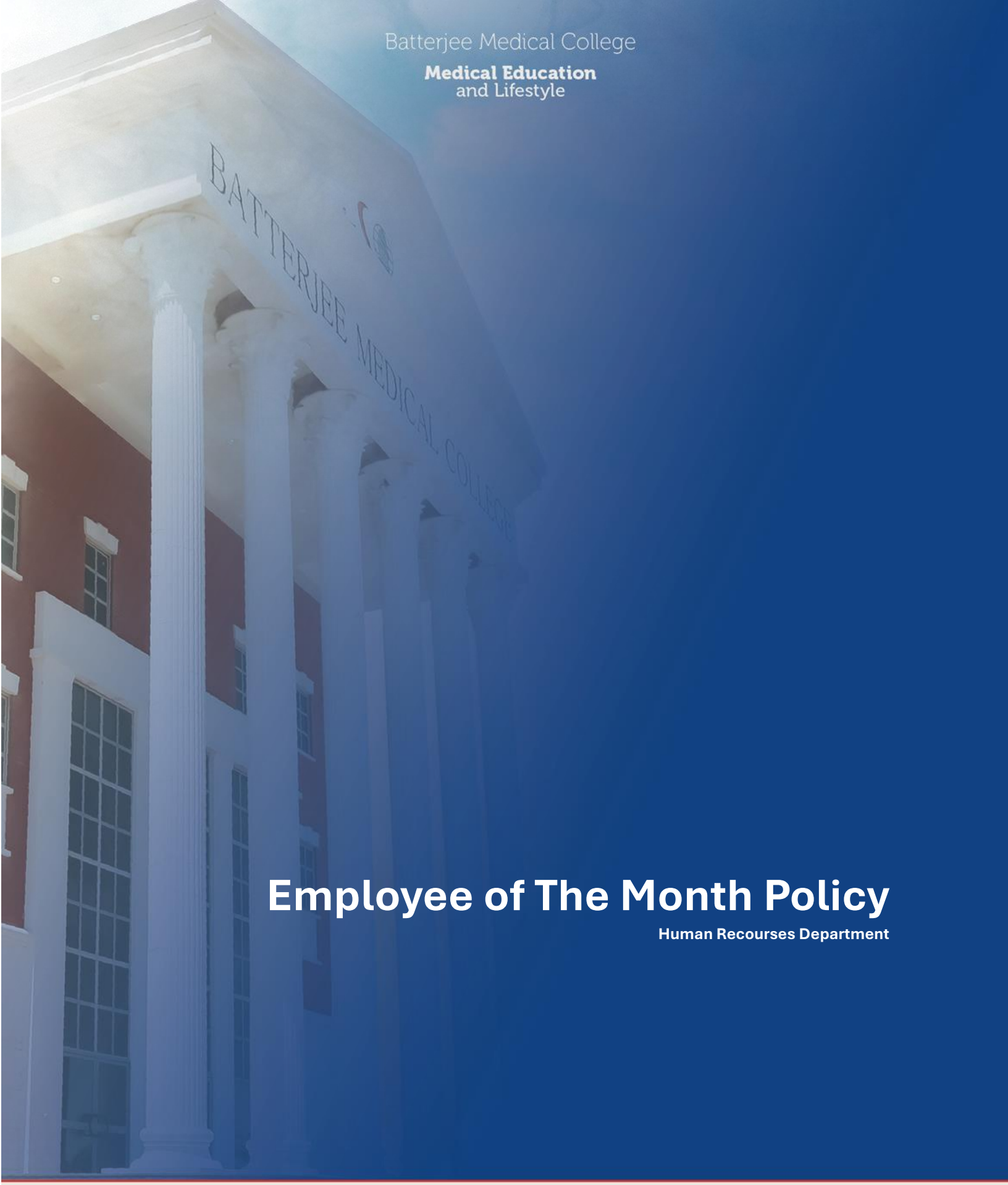


Batterjee Medical College

Medical Education
and Lifestyle

Employee of The Month Policy

Human Recourses Department

Introduction:

Overview :

Finding ways to promote a positive work environment and build a culture of recognition & encouragement is productive and can directly contribute to job satisfaction and lower employee turnover rates. One way of doing that is through an employee of the month program which aims to recognize and award outstanding performers and build on BMC's recognition experience.

When managed right, the employee of the month program can contribute to various benefits such as: creating a sense of community in the workplace, building a strong workplace culture, and boosting employees' feeling of appreciation and motivation.

Purpose:

The purpose of the policy is to set the criteria for selecting the employee of the month, outline the process for nomination and selection, and outline key guidelines and terms & conditions of the award. It further aims to clarify responsibilities and understandings amongst employees, direct supervisors, and heads towards building an efficient, unified, and equitable process of recognizing and rewarding employees.

Scope:

This policy applies to all Colleges, Divisions, Academic Programs, and Departments of BMC. It is applicable to all full-time faculty & staff. It doesn't apply to leadership roles, heads, and managers. Nor it applies part-time/casual/flexible staff. The employee of the month program is administered by the Human Resources department.

Definitions:

- **Employee of the month program:** A monthly employee recognition program administered by the Human Resources department that aims to reward and encourage outperformers.
- **Employee of the month:** An outperformer for a selected month who was nominated and selected with due process and obtained the award.
- **Nomination:** The act of officially suggesting someone for the award in writing and through the approved nomination template.
- **Nominee:** A BMC employee who was nominated and meets the selection criteria and the program's conditions.
- **Award Month:** The calendar month starting from the 1st to the end of the month.
- **Employee:** Full-time BMC employees who are registered as such in the HRIS.
- **Selection Committee:** College Dean, HRM, HOP/HOD.

Policy Statement

1. The employee of the month award shall be given after due process described in this policy or any supplemental document to this policy. That is, it can only be given to employees who meet the selection criteria and were officially nominated for the award.
2. Nominations shall be treated with care and confidentiality and shall only be shared with the committee or relevant leaders on a need-to-review basis.
3. While the Human Resources department is responsible for administering the employee of the month program and the eligibility verification, the final selection of the winner(s) shall be the responsibility of the Employee of the Month Selection Committee.
4. The Employee of the Month Selection Committee shall be setup by each college. In any case, all members of the committee shall be willing to participate and interested in the betterment of the program.

5. The award is given monthly, and it can go to two nominees who meet the selection criteria; and covers the period from the 1st of every calendar month to the end of the month.
6. Nominations for the current month shall be submitted before the 25th of every month. Late submissions shall automatically be rolled to the next calendar month. However, it may be considered for the current month subject to the number of nominations and the readiness of the committee.
7. Eligible nominations applications that are not selected for the award in the current month are automatically rolled for the following two months; and a new nomination application shall be submitted after that.
8. The evaluation period for any given nomination shall be the preceding 60 days from date of submission.
9. Nominations are not restricted to direct managers and any member of BMC is entitled to nominate any colleague in any department as long as the application follows due process; however, all nominations have to be concurred by the head of the program or the department before the application is shortlisted for the selection decision.
10. The award may be given to the same employee only after the passage of 24 months from the previously won month.
11. The award shall not be given to the same department in the same month and shall not be given to the same department for the next three subsequent months.
12. The award shall only be given to a faculty or staff member if he/she is in good standing and not serving his/her probationary period nor notice period.
13. The award shall only be given to a faculty or staff member when the employment contract is expected to be renewed and/or has a remaining period of at least 90 days.
14. The award shall be given as much as possible before the month's end and shall not be later than the 3rd of next month.
15. The award shall only be awarded to the winner if the employee accepts it.
16. The winner of the month shall be awarded 1,000 SR and the Employee of the Month Certificate.



17. The Human Resources Department shall announce the winner(s) internally and in social media subject to employee authorization to announce, both internally and on social media. Furthermore, the Human Resource Department should make all necessary efforts to recognize the winners in a ceremony-like setting, and invite leaders, direct manager, and Head of the employee's program/department. Attendance of the invitees shall be mandatory except when allowed by the College Dean.

2. SELECTION CRITERIA:

2.1 The selection criteria shall be considered as a tool to shortlist and select nominations in a fair and equitable manner; however, the committee may choose to add to or remove from the below criteria at their own discretion as long as the nominations were shortlisted by the Human Resources Department, and as long as the committee's new criteria is classified under quality of work and attitude towards work, colleagues, and students.

2.2 HR selection criteria shall follow the below evaluation:

2.2.1 **Job Knowledge & Performance:** Possesses outstanding job knowledge & skills and effectively applies them to the work and able to mentor colleagues and share knowledge; and timely completes the tasks assigned with high quality.

2.2.2 **Attendance:** No unapproved leave in the past 90 days; not more than 3 lates and/or early leaving in the Award Month.

2.2.3 **Relationship with Others:** Willing to work with colleagues in a positive way and is helpful and friendly to achieve BMC goals & objectives. Has no verbal/written warning for incident at work in the past 180 days.

2.2.4 **Appearance:** Abides by the dress code and maintains a high level of professional appearance and cleanliness; and maintains his/her workspace in a neat and organized way.

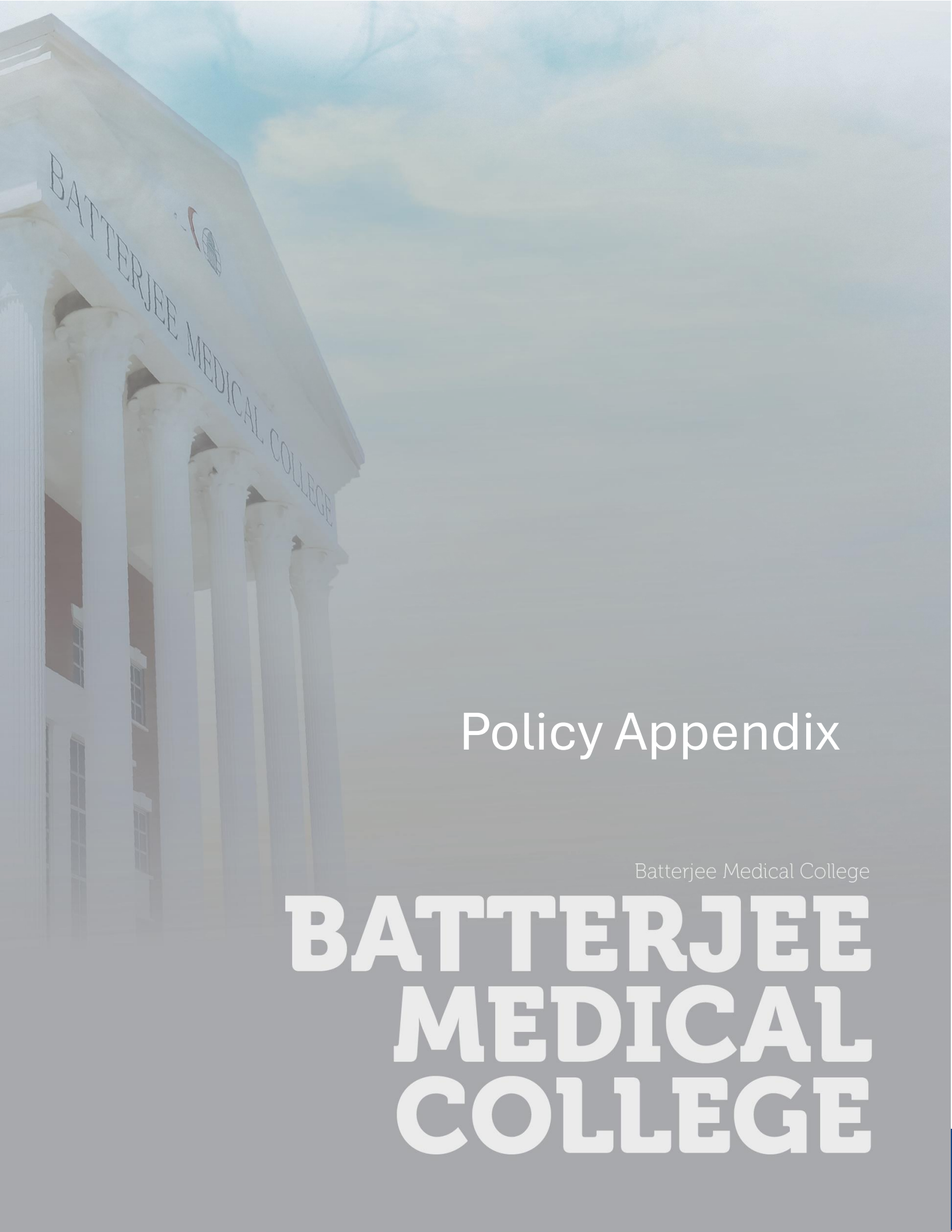


2.3 In some special cases, the HR may nominate to the committee an employee even when he/she doesn't fully meet the above criteria when the employee demonstrated a behavior that signifies in great lengths BMC's deep values and culture. Some examples of such special cases include:

- ✓ Heroic behavior.
- ✓ Going out of his/her way to help someone in need.
- ✓ Serving a community in exceptional ways.

End of Policy.

Policy Reference				
Policy Code: ADM-HR-005	**Effect Date**	01/01/2024	**Review Date**	01/01/2027
Policy Approvals				
Name	**Job Title**		**Signature**	**Date**
Mrs. Nada A. Alghamdi	HR Manager			10/27/2024
Mr. Ghaze I. Al-Nasairi	COO		Ghaze Alnasairi	10/27/2024
Dr. Osama A Kensara	CAEO			10/28/2024



Policy Appendix

Batterjee Medical College

BATTERJEE MEDICAL COLLEGE

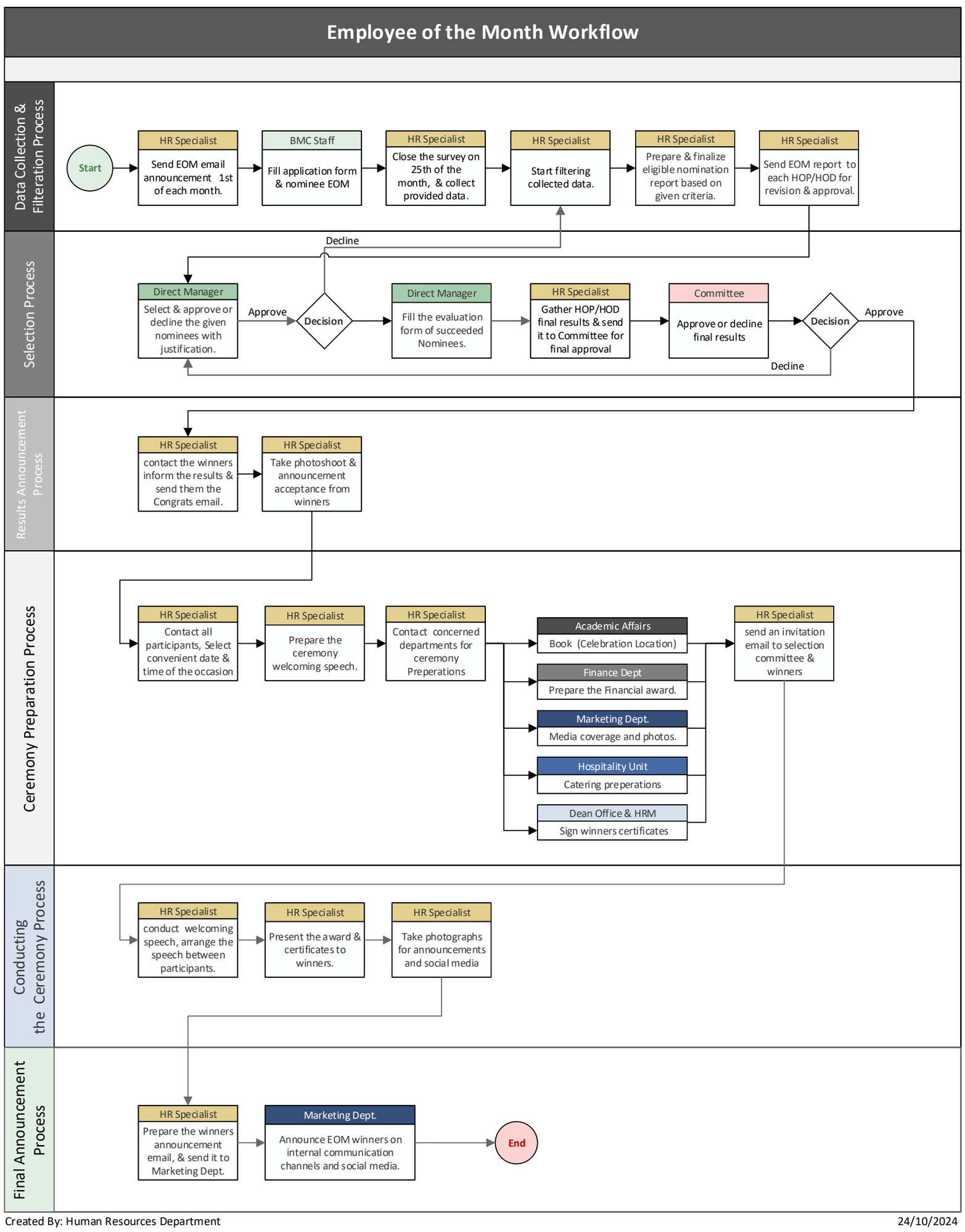
Employee of the Month Procedure

Procedure	Responsibility
1. winners' selection & preparation: 1.1 Send the announcement email (Employee of the month) every 1st of each month. 1.2 On 25th of the month, HR Specialist shall Close the survey, collect the submitted data and start filtration based on given eligibility criteria. 1.3 Prepare the eligible nomination report and send it to each HOP/HOD for approval. 1.4 After approval is maintained, a report shall be provided to Selection Committee for final selection. 1.5 Once two nominees are selected, HR specialist shall contact the winners by sending a congratulations email and take photoshoot & announcement acceptance. 1.6 HR specialist shall start the ceremony arrangement process.	HR Specialist HOP/HOD Selection Committee
2. Ceremony preparation: 2.1 Contact all participants in the ceremony to Select convenient date & time for conducting the occasion. 2.2 After selecting a date, HR Specialist shall book the meeting room, according to selected date & time. 2.3 Contact the hospitality officer for catering. 2.4 Prepare & maintain signatures on the Certificate from Dean & HRM. 2.5 Contact Marketing for media coverage and photoshoot. 2.6 Prepare the winners' announcement. 2.7 Contact the finance Dept. to prepare the prize. 2.8 Prepare the ceremony welcoming speech. 2.9 After completion of all preparations, HR Specialist shall send an invitation email to selection committee & winners.	HR Specialist Selection Committee Hospitality Officer Media Assistant. AP Accountant Winners Dean HRM
3. Conducting the Award Ceremony: 3.1 HR Specialist shall conduct the welcoming speech, arrange the speech between participants and winners. 3.2 Present the award & certificates to winners. 3.3 Take photographs for announcements and social media.	HR Specialist Media Assistant
4. Announcement arrangements: 4.1 Prepare the winners announcement email, & send it to Marketing Dept. 4.2 Marketing shall announce employee of the month winners on internal communication channels and social media.	HR Specialist Media Assistant Marketing Dept.
5. **Documentation and Feedback** 5.1 Update the HRIS with the winner's details. 5.2 Collect feedback from the selection committee and employees on the process. 5.3 Document any suggestions for improvement	HR Specialist
***End of Procedure.**	

Prepared By: Human Resources Department

BATTERJEE MEDICAL COLLEGE

Employee of the Month Workflow



Created By: Human Resources Department

24/10/2024

Employee of The Month Rules & Restrictions	
Mandatory Selection Committee:	• Dean. • HRM. • HOP/HOD.
Monthly Number Of Eligible Nominations:	• Two nominations per month.
Nomination Submission Due Date :	• Before 25th of each month. • Late submission will be rolled to next month.
Eligible Nomination If Exceed 2 Winners:	• Will be rolled for celebrated on next upcoming 2 months.
Nominees Evaluation Required Period:	• Tow month prior to nomination.
Selection Criteria:	• Job Knowledge & Performance . • Attendance: - No unapproved leave in the past 90 days. - Not more than 3 lates and/or early leaving in the Award Month. • Relationship with Others : - No verbal/written warning for incident at work in the past 180 days. • Appearance : Follow BMC Dress Code Policy.
Who Can Nominate:	• All BMC members in different Department/program can nominate.
Previous Winners Prize Eligibility:	• 24 months from the previously won month.
Department/Program Eligibility:	• 1 winner per dept/prog. • 1 dep/prog. Every 3 months.
Award Eligibility:	• Active employee (Faculty/staff). • Whom Not under notice period. • Not under probationary period. • Not holding a leadership /supervisory/management. • Not a Part-time/casual/flexible staff position. • Balance of 90 days remaining on contract expiry. • Contract is expected to be renewed. • Award to be accepted by the winner.
EOM Prize:	• 1000 S.R. Financial Prize. • Appreciation certificate. • Celebration & Recognition. • Email announcement Internal/External (Social Media) requires employee.



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BATTERJEE MEDICAL COLLEGES

Employee of the Month Nomination & Evaluation Form			
Employee of the Month Nomination Submission Application (External for BMC Staff)			
Instructions: Please fill out the form below to nominate a colleague for the Employee of the Month. Be as specific as possible in describing the reasons for your nomination.			
Nominee's Name:	*Please provide the name of the employee you are nominating.*		
Nominee's Department:	*Please provide the department/ program name of the employee you are nominating.*		
Reason for Nomination:	*Please describe why you are nominating this employee. Consider specific actions, achievements, or behaviors that demonstrate outstanding performance or significant contributions.*		
Additional Comments:	*Please share any additional information that might support your nomination*		
Employee of the Month Evaluation Form (Internal use for Direct Manager & HR)			
Instructions: This form is for evaluating the nominees based on their performance and achievements during the month. Please review each nominee's contributions against the criteria listed below.			
Evaluation Criteria *Rate the nominee on a scale of Meet or Dose not Meet Expectations for each of the following areas.*			
Competency	**Description**	**Meet**	**Dose Not Meet**
Job Knowledge and Performance	Ability to apply Knowledge, skills, & techniques to perform the job., mentor Colleagues & share job knowledge, Timely completion of required tasks. Attention to work output with minimal /no errors.		
Attendance and Punctuality	Maintain an excellent record of timely submitted approved leaves , Display a punctual daily attendance with no Early leaves or lateness.		
Relationship with Others	Displays a positive & motivated attitude when working with colleagues & toward job responsibilities./ Maintain a clean discipline record with no warnings or notices.		
Appearance	Follow BMC Dress Code policy, Maintain a professional & neat appearance, and maintains his/her workspace in a neat and organized way.		
Additional Information			
Notable Contributions:	*Briefly describe any specific actions or achievements that stand out*		
Additional Comments:	*Please provide any additional comments or final recommendations*		
Final Rating:	*Based on the evaluation, what is your overall rating for this nominee*		

Employee of The Month First Announcement

Subject: Announcement: Launch of the Enhanced Employee of the Month Program

Dear BMC Team,

We are excited to announce the launch of our newly enhanced **Employee of the Month Program**, designed to recognize and celebrate outstanding contributions and exceptional performance across the BMC community .

As part of the enhanced program, we have updated the evaluation criteria to ensure a more comprehensive and fair assessment. The new criteria are as follows:

- Job Knowledge and Performance
- Attendance
- Relationship with Others
- Appearance

In addition to these criteria, all full time BMC staff will now have the opportunity to nominate employees they believe have demonstrated significant achievements, outstanding performance, or even heroic actions that deserve recognition.

The nomination process is as follows:

- **On the first of each month**, HR will send out an email inviting staff to nominate an employee for the Employee of the Month award.
- Staff will have until the **25th of each month** to submit their nominations.
- The winner(s) will be announced during the **first week of the following month**.

Furthermore, we are pleased to announce that the **Employee of the Month prize** has been increased from **700 SR to 1000 SR** as part of our ongoing commitment to employee recognition.

We encourage everyone to participate in this program by nominating colleagues who exemplify excellence in their work. Let's work together to recognize the outstanding efforts within our community.

Employee of The Month Monthly Announcement

Subject: Let's Celebrate Excellence! Nominate Your Employee of the Month of ( )

Dear BMC Team,

It's time to shine a spotlight on those who go above and beyond! Our **Employee of the Month** program is your chance to recognize the exceptional efforts, dedication, and achievements of your fellow colleagues. Whether it's a major accomplishment, outstanding performance, or a heroic act, **your nomination** can make a difference in celebrating their hard work.

Take a moment to nominate someone who has inspired you this month. It's easy—just **click the link below** to start the submission process:

[Evaluation Link]

You have until **the 25th of this month** to submit your nomination, and the winner will be revealed in the **first week of the following month**.

Let's come together to recognize and celebrate the excellence within our team. Every nomination matters—don't miss your chance to highlight someone who truly stands out!

Best regards,
HR Department
BMC College

Employee of the Month Winners Announcement

Batterjee Medical College
كلية البترجي الطبية

BMC

Congratulations to our Employee of The Month Winners

Dear All,

On behalf of BMC Management, HR Department with great pleasure would like to announce employees of the month winners for the month of ( ).

The winners demonstrated outstanding dedication, hard work, positive attitude & their contributions have made a significant impact on the team & the overall success of BMC . please join us in congratulating on this well-deserved recognition.

Our best wishes to the winners for further achievements & success :

College Branch,
Dr. xxx xxxx xxxx
Job Title | Department
20000000

College Branch,
Mr. xxx xxxx xxxx
Job Title | Department
20000000

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Batteriee Medical College

Medical Education
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BMC

كليـــات البتـــرجي الطبـــية
BATTERJEE MEDICAL COLLEGES
SCIENCE AND TECHNOLOGY والعلـــــوم والتكنولوجـــيا

P.O. Box 6231 Jeddah 21442 - King's Road Tower - Jeddah
Kingdom of Saudi Arabia

9200 33923
info@bmc.edu.sa
www.bmc.edu.sa

@bmcjed

Audit Trail

DigiSigner Document ID: 582bcc6a-b16c-445e-b2e7-9b20dcc7c881

Signer

Signature

Email: nada.alghamdi@bmc.edu.sa
IP Address: 87.101.143.26



Email: ghaze.alnasairi@bmc.edu.sa
IP Address: 87.101.143.26



Email: caeo@bmc.edu.sa
IP Address: 87.101.143.26



Event	User	Time	IP Address
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