

St. Anthony Regional Hospital

Career Achievement Program – General Guidelines

St. Anthony Regional Hospital is committed to promoting growth and development for our staff in a personal and professional manner by offering opportunities for involvement throughout the organization and encouraging involvement within the community. In an effort to recognize *full time, part time* and weekend package staff who seek a higher level of professional and personal development, an incentive program will be put in place. *Exempt staff, including salaried, relief and select staff are excluded from participating in this program.*

This program is based on a predetermined set of achievement activities and involvement within the organization. Each achievement activity has a specific point value associated with it, and points are accumulated at the end of each calendar year. It is expected that employees interested in participating in this program declare their intent to participate by the identified deadline for the following calendar year. Each associate interested in participating in this program is responsible for providing evidence of the qualified activity for accumulation of points. Based on the number of points achieved, the employee will be eligible for various levels of cash incentives.

Documented validation of completion is required when an applicant requests consideration of points from a specific section of the program. Examples of documentation are included in the reference guide attached to the plan to be presented as evidence. All evidence and documentation will be compiled in a 3 ring-binder and placed in the binder according to the category as outlined in the reference guide. Any evidence submitted that is not in the correct location will not be considered for point accumulation.

General Guidelines

In order to be eligible for the Career Achievement Program, the employee must be currently employed by St. Anthony. Each year, the applicant must declare their intent to participate in the Career Achievement Program and pursue a bonus level.

- a. For 2023, this declaration of intent to participate must occur prior to July 1, 2023.
- b. Employee must be part time, full time, or weekend package for the entire CAP year to be eligible.
- c. If an eligible CAP participant transitions to a formal management position during the last quarter of the year, they will be allowed to submit a CAP book. The participant will not be allowed to include evidence in their book for activities required for their leadership position.
- d. An employee will be considered eligible for CAP if he/she is off work due to an absence that is covered under FMLA or due to a worker's compensation injury/illness that lasts 12 weeks or less. If the associate is off from their regular position due to a worker's compensation injury/illness for greater than 12 weeks, but is able to work modified duty, those modified duty hours will also count toward the minimum worked-hours requirement for CAP eligibility. Associates working modified duty will still be required to maintain an eligible status by working the minimum hours required as defined in the Career Achievement Program. All other absences that are greater than 12 weeks will cause the employee to not be eligible for CAP.

- e. To be eligible for the CAP, it is required that the associate receives a “Meets” rating on all of the required standards listed on page one of the Criteria & Reference Guide.
- f. If an associate receives a written or verbal warning or suspension during the current year of their participation in CAP, that associate will be ineligible to continue in the program.
- g. Bonuses can only be achieved for one level/year. Levels are identified as Bronze, Silver or Gold.

2023 Pro-rated Bonus Levels

Bronze Level \$500/year

25-37 points

Silver Level \$750/year

38- 60 points

Gold Level \$1000/year

61 points or more

2024 Bonus Levels and Points

Bronze Level \$1000/year

50-75 points

Silver Level \$1500/year

76- 120 points

Gold Level \$2000/year

121 points or more

- h. *Bonus will be paid out in March 2024.* Employee must be employed at St. Anthony during the pay period in which the bonus is paid out to receive bonus payment.
- i. Every CAP participant starts with a balance of zero points. Extra points will not carry over from year to year.
- j. Prior approval for participation in performance improvement projects must be obtained from the manager prior to starting in order to receive CAP points for the PI project. These projects must meet department strategic plan and goals. Projects are approved at the manager’s discretion.
- k. Notebooks for 2023 participation are due to managers by *January 15^h, 2024 at 5:00 pm*. No late paperwork or books are accepted. It is the responsibility of each participant to gather their own evidence.
- l. Managers will validate the “Required Criteria for Achievement” section of the Criteria and forward notebooks to the Professional Development Council no later than *January 30th, 2024*.
- m. Criteria for the Career Achievement program will be reviewed annually by the Professional Development Council.