

REWARDING EXCELLENCE PROCESS

**PHASE 1 –
Information
Gathering**

Interview Managers of
Targeted Departments



Survey All Employees in
Targeted Departments



Departments Determined Ready for Rewarding
Excellence/Gainsharing



PHASE 2 - Training

Training:
Managers of selected departments
Two 3-hr sessions, 3 weeks apart

Select Facilitators to work with Design Teams
(Facilitators should not be subject matter
experts in the material they will be facilitating)



Training:
Facilitators
3 days of mastery level skills inclusive of
communication

Hold Information meetings in
departments to have Employees
self-select Design Team(s) of 8-
12 Members



Training:
Design Teams
2 days (1 With Facilitator)

**PHASE 3 – PROPOSAL
DEVELOPMENT**

Design Teams (working weekly with
Facilitators) develop written proposals
inclusive of County Executive’s
priority objectives show how proposal
relates to County Executive Objectives



Mentor
reviews
draft
proposal
and
provides
guidance
(Strongly
Advise)



Design Team Meets with RETAP
(Technical Advisory Group)
(includes: Budget, Procurement, Union,
HR)
Meeting Coordinated by RE
Coordinator
Each Response Must be Completed
within 15 Calendar Days per UFCW
Local 1994 MCGEO Contract

***PHASE 4 –
Approval Process***

