

**COLUMBUS CENTER FOR HUMAN SERVICES, INC.**  
**ALL DIVISIONS**  
**POLICY AND PROCEDURE**

**2.18 CCHS STAFF RETENTION/MENTORING PROGRAM**

**A. PURPOSE**

The value and purpose of the CCHS Employee Retention and mentoring program for is to increase employee retention and connect employees to our mission to provide consistency in staffing teams and increased quality of care. It has been suggested that employees who have mentors are more likely to have greater job satisfaction. The goal is to help eliminate obstacles, difficulties, or stumbling blocks that employees might encounter. This allows employees to freely ask questions and express themselves in order to gain the information necessary to effectively perform the expectations of their positions.

**B. EMPLOYEE RETENTION:**

CCHS' vision is to cultivate valued roles for all people. This includes a progressive culture which reflects our core values of integrity, transparency, equality and kindness. The retention program includes components of employee recognition, available resources, and formal mentoring program.

CCHS recognizes employees through many different methods, including but limited to, the following:

- Many recognition events throughout the year including an all employee DSP celebration each year during Direct Support Professionals Week and Nurses Week
- Employee Bonuses with amounts awarded based on longevity
- Increased Pay for longevity/experience
- Good for you written recognitions through website, newsletter, Directors Download videos, etc.
- Employee of the Month Program
- Staff Perks Website
- Shout outs during departmental meetings
- Employee Swag
- Company provided meals

Additionally, CCHS provides the following for increased employee engagement to support retention:

- Company paid staff development and external training offerings for all staff
- Ability to staff to use our building space, gym, and equipment for events when not in use
- Free produce from company's garden and farmers market during seasonal months
- DSPaths training and credentialing
- Tuition credits awarded to employees
- Employee discount program through vendors
- Employee Resource Network
- Employee assistance Program-3 company paid counseling sessions per employee per year
- Participation in C3PO program with Southwestern City Schools
- Mileage reimbursement and performance add-ons
- Ability to buy back sick and vacation time
- Personal and bereavement days