

WORK ETHICS POINT VALUE SYSTEM

Attendance	Adheres to all policies	100		Organization	Adheres to all policies	100
	1 absence	90.0			Manifests skill in prioritizing and management of time and stress	50.0
	2 absences	80.0			Demonstrates flexibility in handling change	50.0
	3 absences	70.0				
	More than 3 absences	60.0				
Productivity	Adheres to all policies	100		Communication	Adheres to all policies	100
	Follows safety practices	16.7			Displays appropriate nonverbal skills	50.0
	conserves materials	16.7			Displays appropriate verbal skills	50.0
	Keeps work area neat and clean	16.7				
	Follows directions	16.7				
	Makes up assignments punctually	16.7				
	Participates	16.7				
Teamwork	Adheres to all policies	100		Respect	Adheres to all policies	100
	Respects the rights of others	12.5			Deals appropriately with cultural/racial diversity	50.0
	Respects confidentiality	12.5			Does not engage in harassment of any kind	50.0
	Team worker	12.5				
	Cooperative	12.5				
	Assertive	12.5				
	Displays a customer service attitude	12.5				
	Seeks opportunities for continuous learning	12.5				
	Demonstrates mannerly behavior	12.5				
Character	Adheres to all policies	100		Self-Esteem	Adheres to all policies	100
	Displays loyalty, honesty, trustworthiness	33.3			Demonstrates a positive attitude	33.3
	Dependable, reliable	33.3			Appears self-confident	33.3
	Initiative, self-discipline, and self responsibility	33.3			Has realistic expectations of self	33.3
Leadership	Adheres to all policies	100		Appearance	Adheres to all policies	100
	Displays leadership skills	20.0			Displays appropriate dress, grooming	50.0
	Appropriately handles criticism, conflicts, and complaints	20.0			Displays appropriate hygiene and etiquette	50.0
	Demonstrates problem-solving capability	20.0				
	Maintains appropriate relationships with supervisors and peers	20.0				
	Follows chain of command	20.0				