

**Department of Health and Human Services
Employee Recognition Policy
Effective Date March 29, 2013**

Employees of the Year and Supervisors/Managers of the Year:

Within the Department of Health and Human Services (DHHS), an annual employee recognition program will identify employees to be recognized as Supervisors/Managers of the Year and Employees of the Year. The number of employees recognized in this manner, will be determined by guidelines provided within the Governor's Employee Recognition Program. Any DHHS employee may nominate any other DHHS employee for this recognition.

Nominated employees must have a history of above satisfactory job performance. Criteria used to support the nomination may include, but not be limited to:

- ❖ Makes a special contribution or is responsive to external and/or internal customers;
- ❖ Demonstrates leadership, creativity, and the vision of the Department;
- ❖ Finds ways to improve job functions, efficiency and effectiveness;
- ❖ Works as a team member to provide a quality product;
- ❖ Facilitates change;
- ❖ Acts as an ambassador for the Department, exemplifying its mission and vision;
- ❖ Encourages staff development (Supervisor/Manager of the Year only); or,
- ❖ Exemplifies effective management (Supervisor/Manager of the Year only).

Employees of the Year and Supervisors/Managers of the Year should not be chosen for simply length of service. However, if length of service has been coupled with certain important functions (e.g., the person has acted as a resource for others, etc.) this should be considered. Appropriate examples will need to document this.

Nominations must include written justification for the nomination and be submitted by the deadline which will be specified at the time nominations are solicited. All nominations will be given consideration; the DHHS Chief Executive Officer or designee will make the final determinations/selections of those who will be recognized.

Each employee selected will be awarded a \$500 award, a framed certificate and a photograph for display within the DHHS. A reception may be provided for Employee of the Year and Supervisor/Manager of the Year recipients, as well as one guest. In addition, DHHS administrators, the supervisor of each recognized employee, a guest speaker, the DHHS Employee Recognition Coordinator, and the DHHS Human Resources and Development Administrator may also attend the reception.

Service Awards:

Employees are recognized for years of service in five-year increments - 5 years, 10, 15, 20, etc. The DHHS may recognize employees for Years of Service with items such as, but not limited to: pins, certificates, pen and pencil sets, clocks, bookends, plaques, platters and gift certificates. Expenditure levels for years of service awards, as identified within "Agency Employee Recognition Guidelines" issued by DAS-State Personnel Division, will be followed. A "Tea", to honor those being recognized, may be provided and consist of food/refreshments and tableware (see paragraph on "Food/Refreshments" below).

Achievement Recognition Awards:

Each Service Area, facility and the Central Office of the DHHS shall give awards for designations such as:

- Employee(s)/Manager(s)/Team(s) of the Quarter,
- Employee(s)/Manager(s)/Team(s) of the Year;

awards may also be given to nominees of such designations.

Each Service Area, facility and the Central Office of the DHHS may also give awards for designations such as:

- Employee(s)/Manager(s)/Team(s) of the month.

The awards will consist of items such as, but not limited to: recognition in a newsletter, parking spot, photo, certificate, frame, nameplate/plaque, paperweight, pen & pencil set, gift certificate, and money.

Because of the number of employees within the DHHS, more than one individual/team will likely be recognized at any one time. Therefore, the expenditure level limitation is being established for each award; instead of a total combined value as stated within the Agency Employee Recognition Guidelines, issued by DAS-State Personnel Division. Awards given to each recipient will be limited up to the following listed amounts:

- ❖ \$ 35 for each individual monthly, quarterly and yearly award
- ❖ \$ 35 for each team member when team awards are given (which may be given to each individual on the team or given to the team as a whole in one lump sum to be used however the team decides)
- ❖ \$ 25 for individual “Honorable Mention” or “Runner-up” nominations
- ❖ \$ 25 for each team member when their team receives an “Honorable Mention” or “Runner-up” nomination (which may be given to each individual on the team or given to the team as a whole in one lump sum to be used however the team decides)

A “Tea”, to honor those being recognized, may be provided and consist of food/refreshments and tableware (see paragraph on “Food/Refreshments” below).

Special Recognition and Awards:

Group and individual recognition and/or awards may be given throughout each year. Employee Recognition events for newly hired as well as employees with years of demonstrated dedication may be declared by Facility Administrators, Service Area Administrators or Central Office Administrators. Award(s) may include, but not be limited to, items such as: a plaque, certificate, gift certificate, letter of appreciation or commendation, and frame with expenditure for each honoree not to exceed \$35. A “Tea”, to honor those being recognized, may be provided and consist of food/refreshments (see paragraph on “food/Refreshments* below).

Retirement Recognition:

Employees who are retiring may be given an item such as, but not limited to a gift certificate, plaque, certificate, or other item to commemorate their service to the DHHS. The cost will not exceed \$75 per each retiree and must be approved by the Administrator in the recognized employee’s area. Retirees may be given a “Tea” in their honor which will consist of food/refreshments and tableware (see paragraph on “Food/Refreshments” below).

Food and Refreshments:

The DHHS may provide food/refreshments at each of the above recognition events to include such things as coffee, punch, cake, cookies and appropriate tableware at a cost not to exceed \$3 per attendee. Requests will be submitted in writing for approval to Human Resources & Development on a case by case basis, prior to each event taking place in accordance with Agency Employee Recognition Guidelines published by DAS-State Personnel Division.