

<h2 style="margin: 0;">Employee Recognition Program</h2> <h3 style="margin: 0;">Department of Environmental Resources Management</h3>

The Department of Environmental Resources Management (DERM) has talented and professional staff dedicated to achieving the Department's mission, vision, and goals. To express its appreciation, the Department has adopted this employee recognition policy to distinguish outstanding performance and service. It is designed to engage employees and reward performance excellence in all types of employees as well as managers. Awards are designed to fit within predetermined value ranges, referred to as Tier 1 or Tier 2, and may be in the form of a check, gift certificate, gift card, gift, movie passes or event tickets in accordance with the maximum value specified in Administrative Order 7-30.

PROGRAM OBJECTIVES

- To support a culture of performance excellence
- To promote employee retention and growth
- To encourage positive employee morale and teamwork

AWARD CATEGORIES & DESCRIPTIONS

The categories of awards are intertwined and the awards are tiered to ensure that the program is comprehensive. The categories and frequency of awards are:

Category	Frequency & Selector	Award Tier	Eligibility
Director's Performance Excellence Award	Quarterly/ Director	1	Employees that have received the Division Performance Excellence Award
Division Chief's Performance Excellence Award	Quarterly/ Division Chief level	2	Employees that report to Division Chiefs
Directors Excellence Award for Outstanding Customer Service	On-the-spot/ Director	2	All employees
Leadership Excellence Award	Annual/ Director	1	Section Chief level to Division Chief level

AWARD CATEGORIES & DESCRIPTIONS, cont.

Director's Performance Excellence Award and the Division Chief's Performance Excellence Award

Both the Director's Performance Excellence Award and the Division Chief's Performance Excellence Award are designed to recognize employees for their efforts and contribution to the Department's mission, vision, and goals. An employee, or employee team, is recognized for achieving or striving for outstanding performance excellence due to a project, efficiency, or idea that has or will have a measurable impact towards achieving the Department's mission. For the Division Performance Excellence Award, Division Chiefs may select an employee or employee team that has met these standards. The Director's Award recipient is subsequently selected by the Director from the pool of Division Performance Excellence Award winners. Both of these awards are quarterly.

Director's Excellence Award for Outstanding Customer Service

The Director may recognize employees who demonstrate outstanding customer service at his discretion. This recognition is based on evidence of employees going above and beyond basic job duties and making a significant effort in customer service. Division Chiefs provide nominations for this award to the Director as each event of outstanding customer service occurs.

Leadership Excellence Award

This annual award is to recognize managers for excellent leadership performance that contributes to the Department's mission, vision, and goals. The manager shall have emphasized new or existing processes or programs that have achieved or will achieve a desirable outcome. The Director may consider dimensions of performance such as leadership, innovation, creativity and strategic vision, customer service focus, management skills, and employee development and recognition. The Director may select and award the Leadership Excellence Award annually.

Recognition Award Types and Values

Award types and value may vary and may include a check, gift certificate, gift card, gift, movie passes or event tickets in accordance with the maximum value specified in Administrative Order 7-30. Each award is capped at \$500 cash equivalent and the maximum that one employee may receive is \$1000 cash value per year. As specified,

AWARD CATEGORIES & DESCRIPTIONS, cont.

each award value will be either Tier 1 or Tier 2 based on the category. Tier 1 shall be \$20 to \$100 in value and Tier 2 shall be \$101-\$500 in value. In addition to the award, the employee is recognized by:

- An award certificate signed by the Director
- Verbal recognition at formal staff meetings
- A copy of award certificate is placed in the employee personnel file

Each award with a cash value will be reported to the Finance Department and Employee Relations Department. Awards are taxable to the employee under federal law. The funding source for these programs will be coordinated and administered via DERM's Office of Administrative Services.