

Department of Procurement Management
Employee Recognition Program

The Department of Procurement Management (DPM) is recognized for having dedicated, loyal and efficient professional staff dedicated to providing excellent customer service. To express its appreciation to its valued employees, DPM has adopted a policy dedicated to recognizing its employee's outstanding performance and service. DPM's recognition program is comprised of various components, offering diverse tools to reward excellence.

Program Objectives

- provide management tools to recognize ongoing employee dedication, outstanding contributions, superior performance and exceptional service
- promote county procurement careers and retain professional staff with DPM
- foster positive employee morale and camaraderie

TAG/Perfect Attendance Award

- Full time non-job basis employees having perfect attendance (used no Sick Leave, Annual Leave, given no unauthorized leave or used no leave without pay) for the month will be eligible to receive 2 hours of Administrative Leave (AD). Employees having perfect attendance for 12 consecutive months will receive an additional special award of 8 hours of Administrative Leave.
- Jury Duty, Education Leave, Funeral Leave, Floating Holiday, Administrative Leave, birthday holiday and Military Leave will not count against an employee's attendance record.
- At the end of each month, each section supervisor will submit the name(s) and employee identification number(s) of the employee(s) with perfect attendance to the Departmental Personnel Representative. A Perfect Attendance Award Certificate will be issued to the employee(s) on the list.
- When an employee wishes to use their TAG award, Administrative Leave will be authorized. The supervisor must write AD and the number of hours being used in the regular time (RT) box on the Payroll and Attendance Record (PAR). "TAG" should be written in the "other box" on the PAR. The original TAG Award must be attached to the PAR for the pay period in which Administrative Leave is being used. A leave form must also be

completed and signed by the appropriate supervisor and submitted along with the TAG Award.

- A TAG Award must be utilized within 1 year of the issuance date.
- Each award will be noted in the Employee's Personnel File.

On-the-Spot Recognition Award

Selection Criteria and Frequency:

DPM recognizes employees who have contributed in a positive manner to the department through the performance of a specific project, work product or action. The On-the-Spot Recognition Program provides an immediate reward and recognition to employees for their efforts and contribution when the employee has gone beyond the call of duty and performed a particular outstanding project, product or action.

The guidelines are as follows:

1. Full time employees of the Department of Procurement Management (DPM) under the level of Director are eligible to receive on-the-spot recognition by DPM supervisors under the On-the-Spot Recognition Program.
2. Supervisors who wish to present an employee with an On-the-Spot Award would prepare a brief description of the employee's accomplishment/merit, route it through the Division Director and obtain approval from the Department Director. Upon receiving the description and approval, a certificate is prepared by the Personnel Services Section and is presented to the supervisor and Department Director for signature. The certificate is returned to the supervisor for presentation to the employee.
3. Recognition awards include:
 - 4 hours of Administrative leave
 - A Certificate of Recognition
 - Verbal recognition at Formal Departmental Staff Meeting
 - Employee's personnel file will note award

Director's Excellence Award

The Director's Excellence Award takes the On-the-Spot Program further. Utilizing the same selection criteria as above, the Director will issue excellence awards when it is deemed that the employee's performance was far superior and is deserving of recognition beyond the on-the-spot award. This allows the Director to recognize any employee at any time with a variety of awards.

- Awards may vary and may include a check, gift certificate, gift card, savings bond, movie passes, event tickets, travel certificates or other equivalent as determined by the Department Director and in accordance with AO 7-30. Each award is capped at \$500 cash equivalent. The maximum any one employee may receive is \$1000 cash equivalent per year.
- Excellence Award/plaque
- Verbal recognition at Formal Departmental Staff Meeting
- Employee's personnel file will note award

Awards are taxable to the employee under federal law.

Each award with a cash equivalent will be reported to the Finance Department and Employee Relations Department, Administrative Services Division. All awards will be reported to the Employee Relations Department.

Funding source for all three components of DPM's Employee Recognition Programs is general fund.