

# Department of Administration Award & Recognition Policy

**PURPOSE:** Establish an Employee Award and Recognition Program to reward eligible employees or teams of employees for specific achievements that contribute to the agency mission, further the objectives and uphold the values of the Department and the State of Kansas.

**ELIGIBILITY:** All classified and unclassified employees who are eligible for benefits. Teams and individual employees may be awarded separately, and receipt of one award does not preclude receipt of other awards for *different* recognizable activities. No employee shall be eligible to receive more than four (4) awards per year, and the maximum amount of awards that any employee is eligible to receive is \$3,500, pursuant to K.S.A. 75-37,105.

## AWARD CATEGORIES

Distinguished Accomplishment: A notable event or achievement that is significant in scope, effort, or impact on government operations or service to citizens.

Meritorious Service: Execution of the duties of the position far beyond the service level commonly expected by the employees' customers that is of great benefit to, or reflects highly on, the agency or the state.

Innovation: Significant process improvement or removal of barriers that prevent improvement of products or services.

Kansas Quality Management: Exemplary use of the principles, practices, and tools of Kansas Quality Management.

Volunteerism: Outstanding levels of service outside the normal work hours to a non-profit organization dedicated to service, charitable, humanitarian, or philanthropic causes.

Length of Service: Recognition of notable anniversaries in service to the State of Kansas, which include at least 10, 20, 30 or 40-year anniversaries. Agencies may order service pins using the state contract or may use other forms of recognition.

Agency Employee of the Quarter: The Department of Administration employee who either exemplified customer service, or whose accomplishments were so significant as to be recognized as the Department's Employee of the Quarter.

These optional award categories indicate achievement well beyond the norm. In general, the minimum required level of achievement should not be so high as to be unattainable by employees who are generally recognized as performing in an outstanding manner, nor so low that the awards lose significance by being easily attainable.

## PROCESS/PROCEDURES:


1. The Director of Personnel Services shall be the Department Employee Award and Recognition Program Coordinator (Coordinator).
2. The Employee Award and Recognition Program Selection Committee (Committee) shall consist of the Coordinator, the Chief Counsel and the Directors of the Office of Facilities and Procurement Management, the Office of Financial Management, the Office of Operations and Public Affairs and the Office of Systems Management. The Chief Counsel shall be a non-voting member of this Committee. The Committee shall meet at least monthly.

Committee members must exclude themselves from voting if a family member, a person directly supervised by the Committee member, or the Committee member submits the nomination or is the subject of the nomination.

3. Nominations for recipients of awards shall be submitted on an Employee Award and Recognition Program Nomination Form (per Attachment B) to the Coordinator along with any supporting documentation or information. Such forms may be submitted electronically or via hard copy.
4. The Coordinator will compile all nominations received and shall be responsible for contacting the nominator or the immediate supervisor of the nominee to clarify any questions regarding the nomination or obtain additional information.
5. The Coordinator will present all nominations received and any supporting documentation or information to the Committee, which shall review all nominations and determine which nominees to recommend to the Secretary of Administration. The Chief Counsel shall insure that the review and selection process is free from abuse and

conducted in accordance with objective decision-making procedures.

6. Upon a majority vote of the Committee, the nomination will be forwarded as a recommendation to the Secretary of Administration for final approval. The recommendations will include the type and amount of the award that the Committee deems appropriate. All award categories, other than the Employee of the Quarter, may be awarded with either or both a monetary or nonmonetary award.
7. The Secretary of Administration shall review all recommendations from the Committee. If approved, the nominee shall receive a certificate presented by the Secretary and shall be recognized in the Department Newsletter in addition to the award that the employee was approved to receive.
8. All employees who are nominated for an award shall be eligible for consideration as the Department of Administration Employee of the Quarter.
9. The Committee shall review nominations for the Department of Administration Employee of the Quarter in accordance with the following schedule:
  - Review all nominations submitted from January 1 – March 31 in April, for recognition in May as the Department Employee of the Quarter for the 1<sup>st</sup> Quarter;
  - Review all nominations submitted from April 1 – June 30 in July, for recognition in August as the Department Employee of the Quarter for the 2<sup>nd</sup> Quarter;
  - Review all nominations submitted from July 1 – September 30 in October, for recognition in November as the Department Employee of the Quarter for the 3<sup>rd</sup> Quarter; and
  - Review all nominations submitted from October 1 – December 31 in January, for recognition in February as the Department Employee of the Quarter for the 1<sup>st</sup> Quarter;
10. The employee selected as the Department of Administration Employee of the Quarter shall receive a monetary award in the amount of \$750, a certificate presented by the Secretary, recognition in the Department Newsletter and shall also have the opportunity to meet and have a photograph taken with the Governor.
11. The Coordinator shall maintain a record of nominations received. Committee Records with supporting documentation are confidential and shall be maintained by the Coordinator, the content of which includes outcome of each nominator/nominee.
12. The Department of Administration Employee Award and Recognition Program shall be supported by moneys appropriated and available for operating expenditures of the agency or from other funding sources as appropriate.
13. All awards and recognition provided under this program shall meet the conditions for a discretionary bonus set out in 29 CFR 778.211.
14. The Committee shall be responsible for promoting the program among the Department of Administration workforce, and periodically evaluating its effectiveness.
15. All Committee members shall maintain the integrity of the process by maintaining strict confidentiality with regard to all matters brought before the Committee.
16. The Secretary of Administration, or the Secretary's designee, will make each award presentation.

  
Sarah L. Shipman  
Secretary of Administration

  
Date

## Department of Administration

### Employee Award and Recognition Program

### Nomination Form

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**Date:**

**Nomination ID Number:**

<b><i>Nominee Information</i></b>	
Name:	Job Title:
Agency:	Division/Unit:
Work Address:	City, State, Zip Code:
Work Phone:	Name of Supervisor:
<b><i>Nominator Information</i></b>	
Name:	Relationship to Nominee:
Work Address:	City, State, Zip Code:
Work Phone:	Signature:
<b><i>Award Categories: Please mark the category for nomination.</i></b>	
<div><div><input type="checkbox"/> Distinguished Accomplishment</div><div><input type="checkbox"/> Meritorious Service</div><div><input type="checkbox"/> Innovation</div><div><input type="checkbox"/> Kansas Quality Management</div><div><input type="checkbox"/> Volunteerism</div></div>	

**Please provide an explanation as to why this nominee should be selected for the award category marked above. Also indicate if additional supporting documentation is attached.**

**Program Coordinator Section**

Date Nomination Received:

Date Forwarded to Selection Committee:

**Supporting Documentation Attached: Please list below.**

Program Coordinator Name:

Program Coordinator Signature & Date:

Award given: Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please list award: \_\_\_\_\_