



**State of Delaware
Office of Management and Budget
Human Resource Management**

Agency Recognition Plan

Department Name:	Department of XYZ
Recognition Coordinator:	Lorraine Wells
Recognition Coordinator Contact Info: Mailing Address/SLC/Phone #/Email:	123 Miller Street Dover, DE 19901 D430B 302-739-1111 Lorraine.wells@state.de.us

Plan Description

Types of Awards/Criteria:

1. Employee of the Quarter Award

- A certificate of recognition, signed by the Division Director, is provided to the recipient and presented at the quarterly staff meeting or division recognition event.
- A copy of the certificate is posted on the bulletin board in the main hallway and placed in the recipients' personnel file.
- Employee's name and accomplishment will be posted on website.

Nomination Procedures:

Eligibility: All full-time Department employees are eligible for nomination. Casual/Seasonal and temporary employees may be nominated, but are not eligible for the Statewide Award.

- Any employee in the Department can nominate an individual(s) for the Award.
- An employee/team may be nominated for the award based on one or more of the following criteria:
 - a. Heroic or courageous act
 - b. Exceptional accomplishment, achievement, initiative, leadership or long and outstanding State service
 - c. Innovative ideas or actions which result in substantial improvements in quality, effectiveness and efficiency acknowledged nationally, locally and professionally in a particular job or field.
 - d. Outstanding perseverance and accomplishment against great odds and difficulties
- Nominations shall be submitted on the Employee of the Quarter Nomination Form to the Recognition Coordinator who is responsible for forwarding all nominations to the Department Nomination Committee for consideration. The Committee shall select the Employee of the Quarter then submit their recommendation to the Cabinet Secretary for approval.

- Announcement of the award shall be made at the quarterly staff meeting following the quarter the award is made.
- No employee with less than “meets expectations” on his/her performance review or under progressive discipline shall be eligible to receive the award.
- The Recognition Coordinator will send reminder, via email, to all Department employees at least two weeks prior to quarterly deadline for nominations.

2. Employee of the Year Award

Each of the four Recipients of the Employee of the Quarter Award shall be considered for the Department Employee of the Year Award.

- A Certificate of Recognition, signed by the Cabinet Secretary, is presented to the recipient.
- A press release is submitted to the media for statewide dissemination.
- The employee’s accomplishments will be prominently displayed on the Department’s internet and intranet websites.
- The recipient is announced and publicized no later than two days after the selection.
- As soon as convenient, the Cabinet Secretary or designee shall visit and award the Employee of the Year recipient with certificate or will present the award at the employee’s annual recognition event.
- Recipient of Employee of the Year Award shall be nominated for the statewide award, the Delaware Award for Excellence and Commitment in State Service.

Nomination Procedures:

- The Department Recognition Committee shall review each of the four Employees of the Quarter Recipients to select the Employee of the Year and then submit their recommendation to the Cabinet Secretary for approval.
- Employee of the Year shall be nominated for the statewide Delaware Award for Excellence and Commitment in State Service.
- Recognition Coordinator will verify all information contained in the Employee of the Year nomination. Once verified, coordinator will write and submit statewide nomination form to OMB before deadline.

Selection Process:

- The Department Recognition Committee:
 - Shall be diverse and comprised of two staff members (one at pay grade 10 or below) from each division and the Department Recognition Coordinator.
 - Shall meet to review all nominations and vote to determine the award recipient.
- The department recognition coordinator will verify accuracy of all information contained in the nomination prior to forwarding the Committee’s recommendation to the department head for approval.

Types of Recognition Event(s):

- The department's recognition committee will plan one event to include recognition of all employees, food, games, etc. This will be an appropriate opportunity for presentation of annual service award certificates, employee of the quarter, employee of the year, and other kudos to staff.
- Each division will follow through with employee recognition throughout the year. Managers are encouraged to recognize employees during regularly scheduled staff meetings or other planned employee gatherings. The type of events will be based on amount of money raised through division fund raisers.

Expenditures:

- The annual recognition budget shall not exceed \$10.00 per employee, annually, including food and space rental. Number of employees = 400 x \$10.00 per person = \$4,000.00.
- Plaques = 5 (4 x Department Employee of the Quarter + 1 x Department Employee of the Year) x \$35.00 = \$140.00.
- Frames = 20 (4 x 4 for Division Employee of the Quarter + 4 x 4 for Division Employee of the Year) x \$4.00 = \$80.00
- Each of our four divisions plans to hold fund raising events to offset the cost of employee recognition. Planned events include:
 - Soup and bake sale in January, March, and May.
 - Spring fling rummage sale with food and drink sales.
 - Leadership Team sponsored car wash in June.

Submission of Plans

Plans should be submitted electronically, accompanied by an endorsement email from the Cabinet Secretary or Agency Head, to the Office of Management and Budget/Human Resource Management for review and approval. Copies will be forwarded to the Division of Accounting. **Please submit forms electronically by October 15th** to:

Lisa Sipple

OMB/Human Resource Management
Statewide Training and Organization Development