



## **Agency Recognition Plan**

**Department/Agency:**

**Department/Agency Head:**

**Address (include State Location Code):**

**Telephone/Fax Numbers:**

**Recognition Coordinator:**

### **Plan Description**

**Types of Awards/Criteria (include award levels and types of awards)**

**1. Employee of the Quarter Award (Individual or group of up to five)**

- A framed certificate of recognition signed by the Agency Head is provided to the recipient.
- The certificate is presented at the quarterly staff meeting and posted on the bulletin board in the main hallway.
- The individuals selected to receive the Employee of the Quarter Award shall be taken to lunch by the Agency Head who shall be responsible for payment of that lunch.
- The employee's accomplishments will be shared on the Department's intranet website, in our quarterly newsletter and in a department-wide email.

**2. Employee of the Year Award (Individual or group of up to five)**

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

- A plaque and framed certificate of recognition, signed by the Agency Head is presented to the recipient(s).
- The employee(s) name is inscribed on a permanent plaque located in the main hallway of the Agency.
- The employee(s) will be awarded 7.5 hours of leave with pay, which will be requested and approved in accordance with statewide leave policies and procedures
- 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, in our agency newsletter, and in a department-wide email.
- As soon as convenient, the Agency Head or designee shall visit and present the Employee of the Year recipient with their certificate.
- Recipient of Employee of the Year Award shall be nominated for the Delaware Award for Excellence and Commitment in State Service (the Statewide Award sponsored by the Department of Human Resources).

### **3. Award for Heroism**

- The employee's accomplishments will be prominently displayed on the Department's internet and intranet websites, in our agency newsletter, and in a department-wide email.
- As soon as convenient, the Agency Head or designee shall visit and present the recipient with their certificate.
- A plaque and framed certificate of recognition, signed by the Agency Head, is presented to the recipient(s).
- Recipients of the Award for Heroism shall be nominated for the Delaware Award for Heroism (the Statewide Award sponsored by the Department of Human Resources).

### **4. Service Awards**

Beginning at five years of service and at each five-year milestone thereafter, employees are eligible to receive a lapel pin featuring the state seal with the years of service noted on the pin.

**Nomination Procedures** (include who is eligible to nominate and who is eligible to be nominated)

**1. Nomination Procedures for Employee of the Quarter Award:** Eligibility: All Department employees are eligible for nomination. Contractual and temporary employees may be nominated, but are not eligible for the Statewide Award.

- An employee may be nominated for the award based on criteria such as:
  - a. Exceptional accomplishment, achievement, initiative, leadership or long and outstanding State service\*
  - b. 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.\*
  - c. Outstanding perseverance and accomplishment against great odds and difficulties\*
  - d. Earned professional certification or degree
  - e. Ideas that assisted the Department in becoming more efficient and effective
  - f. Ideas that resulted in substantial cost savings to the State of Delaware and the Delaware Taxpayers
  - g. Exceptional client service
  - h. Noteworthy achievement
- Recognition Quarters shall be: 1<sup>st</sup> (January – March), 2<sup>nd</sup> (April – June), 3<sup>rd</sup> (July-September), 4<sup>th</sup> (October – December) and coincide with quarterly staff meetings to be held in April, July, October, and January after each quarter ends.
- 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 Agency Head 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 plan or under progressive discipline shall be eligible to receive the award. Not less than three weeks before the Quarterly Staff Meetings, the Recognition Coordinator will remind the Department employees to submit nominations for the award. Notification of the deadline and nomination requirements shall be sent via the Department e-mail system.

**2. Nomination Procedures for Employee of the Year Award:**

- The Department Recognition Committee shall review each of the four Employee of the Quarter Recipients to select the Employee of the Year and then submit their recommendation to the Agency Head for approval.
- Employee of the Year shall be nominated for the statewide Delaware Award for Excellence and Commitment in State Service by January 31.

**3. Nomination Procedures for Award for Heroism:** Eligibility: All Department employees are eligible for nomination.

- Any employee in the Department can nominate an individual(s) for the Award.
- The Department Recognition Committee shall review each of the nominees and then submit their recommendation to the Agency Head for approval.
- Recipients shall be nominated for the statewide Delaware Award for Heroism.

**Selection Process** (include selection criteria used and titles/pay grades of committee)

- The Department Recognition Committee shall be comprised of two staff members (at least one at pay grade 10 or below) from each division and the Department Recognition Coordinator. The Department Recognition Committee will meet to review all nominations and vote to determine the award recipients.
- The Department Recognition Coordinator will forward the Committee's recommendation to the Department Head for approval, and will make arrangements for a formal presentation of the award.
- The Department Recognition Coordinator will write and submit recipient's nomination for the statewide Delaware Award for Excellence and Commitment in State Service.

**Recognition Event(s)** (list all events)

- Employees shall be invited to a department-wide annual picnic to be held at Killen's Pond State Park each summer. During this event, there will be a meal provided as well as entertainment. Each employee shall receive a thank-you gift from the department.
- Individual Sections within the Department will hold quarterly recognition events to be determined at the Section level and submitted to the Department Recognition Coordinator.

**Expenditures** (list fundraisers or events planned to raise funds to support the events listed in this plan)

- Annual Department-wide event - Potentially, 500 employees shall attend the annual event, costing up to \$45.00 per employee including gifts, space rental, and food.  
500 employees X \$45.00 per person = \$22,500
- Miscellaneous costs incurred (plaques and engraving costs for the employee of the year [up to \$100], certificate frames for employees of the quarter [\$10], and service lapel pins [\$2.95 each for approximately 50 employees per year]) = \$287.50.
- Fundraising events will be held to pay for individual section events and awards. Events include a silent auction, tickets to wear jeans, and bake sales. So as not to interfere with the State Employees' Charitable Campaign, recognition fund raisers are limited to November through August.

**Submission of Plans**

Plans should be submitted electronically by the Agency Recognition Coordinator, accompanied by an endorsement email from the Cabinet Secretary or Agency Head, to the Department of Human Resource for review and approval. Copies will be forwarded to the Division of Accounting. **Please submit forms electronically by to [Tracey Connolly](#).**