

GM 414 – Employee Recognition Program

Subpart B – Monetary Recognition

The Indiana Leadership Team supports an Awards Program that is fair and equitable to recognize individuals and groups for excellence in enhancement, support, and service to the Agency's mission through extra efforts leading to instances of significant one-time contributions or thorough consistently high levels of performance. This guidance is to provide additional clarification and consistency for the Indiana Awards Program. Policy for the NRCS Employee Recognition Program is in the General Manual Title 360-Human Resources, Part 414.

The role of the Human Resource Manager is to review the written request to see that it meets policy criteria, that it is consistent in percent to the element ratings, and/or to see that the performance is addressed in the performance plan. The Human Resources Manager does not approve or deny awards. The Human Resources Manager will conduct the required Quality Assurance of awards, review the award form AD-287-2, review performance plan for performance bonus, and review the written justification.

Awards are to be submitted to the Human Resources Manager by November 15 for recognition of employees of the prior fiscal year.

IN 414.10 EXTRA EFFORT AWARD*:

Recognition of a one-time outstanding accomplishment, that contributes to carrying out the mission of the Agency. (A lump sum cash payment of \$50 to \$10,000)

Examples:

- Short-term contribution to an assignment, acting position or project for 30 or more days.
- Act of heroism.
- Scientific achievement.
- Major discovery.
- Significant cost savings to the agency.

***Extra effort, spot awards and time off awards must have sufficient written justification explaining the reason for the award and the result of the accomplishment. These awards must be routed through the appropriate Leadership Team member. The Leadership Team member will forward the request to the Human Resources Manager for processing, and it will be reviewed to ensure the request meets the award criteria. These awards must be submitted to the Human Resources Manager within 30 days of the event or activity.**

Note: It is discouraged to provide awards for meeting certain levels of performance goals, number of program contracts, or number of conservation practices, since the workload, situation and need is different in every county. The perception is that this is an unfair way to measure true accomplishments.

IN 414.11 PERFORMANCE BONUS AWARD:**

Lump sum cash payments for accomplishments that exceed expectations as described in the employee's annual performance plan. Employees who have all elements rated at "Fully Successful" or higher may be eligible for a bonus payment, but are not automatically entitled to a bonus.

****Note: The percent for performance awards will be followed as indicated in policy unless the State Conservationist determines lower percentages due to budget constraints. Award budgets will be given to Leadership Team members at the beginning of the fiscal year unless the State Conservationist determines otherwise due to budget constraints.**

IN 414.12 SPOT AWARD*:

An immediate recognition provided for day-to-day extra effort, and significant contributions that effect or support/enhance the accomplishment of the Agency's mission. (A lump sum cash payment of \$50 to \$750)

Examples:

- One-time noteworthy achievements.
- Contribution to an assignment, acting position or project for less than 30 days.
- Volunteering for an extra assignment while maintaining own workload.
- Using personal initiative and creativity to solve an unusual problem.
- Providing addition support and assistance in organizing special tours or meetings.
- Providing additional support and assistance in developing databases and tools to delivery services.
- Producing a work product of exceptionally high quality under tight deadlines.

***Extra effort, spot awards and time off awards must have sufficient written justification explaining the reason for the award and the result of the accomplishment. These awards must be routed through the appropriate Leadership Team member. The Leadership Team member will forward the request to the Human Resources Manager for processing, and it will be reviewed to ensure the request meets the award criteria. These awards must be submitted to the Human Resources Manager within 30 days of the event or activity.**

Note: It is discouraged to provide awards for meeting certain levels of performance goals, number of program contracts, or number of conservation practices, since the workload, situation and need is different in every county. The perception is that this is an unfair way to measure true accomplishments.

Subpart C – Non Monetary Recognition

414.20 TIME OFF AWARD*:

Recognition of individual employees or a group of employees for extra effort and contributions that lead to the accomplishment of the Agency's strategic plan, mission goals and objectives (one to 40 hours). Consideration must be given to the employee's use or lose leave balance before granting this award.

***Extra effort, spot awards and time off awards must have sufficient written justification explaining the reason for the award and the result of the accomplishment. These awards must be routed through the appropriate Leadership Team member. The Leadership Team member will forward the request to the Human Resources Manager for processing, and it will be reviewed to ensure the request meets the award criteria. These awards must be submitted to the Human Resources Manager within 30 days of the event or activity.**

Note: It is discouraged to provide awards for meeting certain levels of performance goals, number of program contracts, or number of conservation practices, since the workload, situation and need is different in every county. The perception is that this is an unfair way to measure true accomplishments.

Subpart D – Exhibits

414.30 AWARD PROCESSING:

If the request is \$750 or lower:

- Supervisor submits a brief written justification to the Human Resource Manager.
- Human Resource Manager reviews for consistent policy criteria.
- If it does not meet the criteria, it goes back to the supervisor for further justification.
- If criteria is met, Human Resource Manager releases to HR staff for processing.

If the request is above \$750:

- Supervisor submits written justification that follows GM 360-414.32 to the Human Resource Manager.
- Human Resource Manager reviews for consistent policy criteria.
- If it does not meet the criteria, it goes back to the supervisor for further justification.
- If it does meet the criteria, Human Resource Manger releases to State Conservationist for approval.
- State Conservationist releases to HR staff for processing.