

RD&T Leadership Council Action Item: (F.a.7.) Human Resources/Employee Recognition
 Updated 7/17/00

Council Champion/Project Lead: Paula Ewen/Carol Roberts

- (1) TITLE: Human Resources/Employee Recognition
- (2) DESCRIPTION OF INITIATIVE: Recruit, recognize achievement, and retain the best skills/talent for conducting outstanding research and providing R&T service; continually improve quality and productivity of employee work life based upon assessments and process innovations.
- (3) IMPORTANCE/SIGNIFICANCE OF INITIATIVE: Satisfied and happy employees make productive employees. Create a work environment where people can achieve, and the results will pay off for the individual and the organization.
- (4) PRODUCT/OUTPUT: Performance and Incentive Guiding Principles; rewarding and recognizing employees through a wide variety of award instruments (including peer recognition through the Employee of the Month program); revising position descriptions to accurately reflect the employees' duties; maintaining individual development plans; and effectively spending the allocated training dollars.
- (5) CUSTOMER: RD&T employees
- (6) PARTNERS: Office of Human Resources
- (7) COSTS: No direct expenses anticipated beyond professional and administrative support staff time.
- (8) SCHEDULE:

Tasks	Month/Year:	09/99	12/99	12/99	07/00	10/00
1. Developed Performance and Incentive guiding principles		X				
2. Established the Employee-of-the-Month program			X			
3. Finalized the peer evaluation criteria				X		
4. Call for the training requirements					X	
5. Allocate training dollars by office						X
6. Continuous improvements through self-assessments					X	X