

KANSAS ADJUTANT GENERAL'S DEPARTMENT

MEMORANDUM FOR ALL STATE EMPLOYEES

FROM: TAG-SHRO

SUBJECT: Awards and Recognition Programs
TAG Policy No. 034-05

EFFECTIVE DATE: November 1, 2016

POLICY STATEMENT: The Adjutant General's Department is committed to recognizing eligible employees who provide specific achievements that contribute to the Agency mission, further the objectives, and uphold the values of the Department.

DEFINITIONS:

Distinguished Accomplishment. A notable event or achievement that is significant in scope, effort, or impact on the operation of the Department or service to citizens is a Distinguished Accomplishment.

Eligibility. All classified and unclassified benefits eligible employees are Eligible.

Innovative. Significant process improvement or removal of barriers that prevent improvement of services is Innovative.

Meritorious Service. Execution of the duties of the position far beyond the service level commonly expected that is of great benefit to, or reflects highly on, the Department or State is Meritorious Service.

Non-Monetary Awards. Awards such as plaques, certificates of achievement, cups, and other miscellaneous items are Non-Monetary Awards.

Length of Service: Recognition of notable anniversaries in service to the State of Kansas, which includes at least 10, 20, 30, 40, and 50 years are Length of Service.

PROCESS GUIDELINES:

The purpose of the Awards and Recognition Programs is to provide a system authorized by K.S.A. 75-37, 105 designed to recognize an employee's contribution to the objectives of the Agency and State government through excellence in performance and service.

Employee of the Quarter

1. The Director of Human Resources shall be the Employee Awards and Recognition Program Coordinator. (Coordinator).

2. The Employee Award and Recognition Program Selection Committee (Committee) shall consist of the Coordinator, State Comptroller, Director of Public Affairs, Deputy Director of Emergency Management, and Deputy Director of Public Works. The committee shall meet each quarter.
3. Committee members must exclude themselves from the voting process if a nominee is directly supervised by the member, the member submits the nomination, the member is nominated for an award, or if the nominee is a family member of the committee member.
4. The Committee shall review nominations for the Adjutant General's Department Employee of the Quarter in accordance with the following schedule:
 - Review all nominations submitted from January 1st – March 31st in April, for recognition in May as Employee of the Quarter for the 1st Quarter.
 - Review all nominations submitted from April 1st – June 30th in July, for recognition in August as Employee of the Quarter for the 2nd Quarter.
 - Review all nominations submitted from July 1st – September 30th in October, for recognition in November as Employee of the Quarter for the 3rd Quarter.
 - Review all nominations submitted from October 1st – December 31st in January for recognition in February as Employee of the Quarter for the 4st Quarter
5. Nominations for Employee of the Quarter may be made for the following Award Categories:
 - a. Distinguished Accomplishment
 - b. Innovation
 - c. Meritorious Service
 - d. Excellence in Leadership, Motivation and Support of Staff
6. Nominations may be made by either State or Federal employees with direct knowledge or engagement in the work of the nominee.
7. Nominations for awards shall be submitted on an 'Employee Award and Recognition Program Nomination Form' to the Coordinator along with supporting documentation and information. Forms may be submitted electronically or via hard copy.
8. The Coordinator will compile all nominations received and shall be responsible for contacting the nominator or immediate supervisor of the nominee to clarify any questions regarding the nomination or obtain additional information. If clarifying information and documentation is not received prior to the committee meeting the nomination shall be disqualified.
9. The Coordinator will present all nominations and supporting documentation and information received to the Committee, which shall review all nominations in accordance with objective decision-making procedures.

10. Upon a majority vote of the committee, the nomination will be forwarded as recommendation to the Adjutant General for final approval and award of a \$250.00 Visa Gift Card.
11. The Employee of the Quarter will be announced via email within the Department and at the TAG's annual Employee Recognition celebration.
12. The employee selected as Employee of the Quarter will also be recognized at the Governor's Employee of the Quarter ceremony at the Statehouse, and given the opportunity to have a picture taken with the Governor.
13. 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.
14. If no nominations are received or those received do not meet the criteria identified in the program no recognition will be awarded for the quarter.
15. An employee may only be selected as Employee of the Quarter one time for a specific project or accomplishment even if nominated by different principles or employees.
16. The 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.
17. All awards and recognition provided under this program shall meet the conditions for a discretionary bonus set out in 29CFR 778.211 and as such will not need to be reported through the payroll system.
18. The Committee shall be responsible for promoting the program and periodically evaluating its effectiveness.
19. All Committee members shall maintain the integrity of the process by maintaining strict confidentiality with regard to all matters brought before the Committee.
20. The Adjutant General or designee, will make each award presentation.

Length of Service Recognition

Service pins will be awarded annually to employees who reach 10, 20, 30, 40, and 50 years of service to the State of Kansas. Such awards will be presented at the TAG's Annual Recognition Celebration.

Employees reaching 40 and 50 years of service will be recognized at a formal ceremony annually sponsored by the Department of Administration and Governor's Office.

Annual Recognition Celebration

Each year the Adjutant General will sponsor an Employee Recognition Celebration which will be an opportunity for all employees of the Department to come together to celebrate and recognize the contribution each department has made towards the goals and mission of the Agency.

The Adjutant General's Department Employee Award and Recognition Program Nomination Form

Date:

Nomination ID Number:

<i>Nominee Information</i>	
Name:	Job Title:
Agency:	Division/Unit:
Work Address:	City, State, Zip Code:
Work Phone:	Name of Supervisor:
<i>Nominator Information</i>	
Name:	Relationship to Nominee:
Work Address:	City, State, Zip Code:
Work Phone:	Signature:
<i>Award Categories: Please mark the category for nomination.</i>	
<input type="checkbox"/> Distinguished Accomplishment	<input type="checkbox"/> Meritorious Service
<input type="checkbox"/> Innovation	<input type="checkbox"/> Excellence in Leadership, Motivation, & Support of Staff

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.

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Program Coordinator Section

Date Nomination Received:

Date Forwarded to Selection Committee:

Supporting Documentation Attached: Please list below.

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Program Coordinator Name:

Program Coordinator Signature & Date:

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