

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; updated July 12, 2021

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

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. Teams and individual employees may be awarded separately, and receipt of one award does not preclude receipt of other awards for *different* recognizable activities. No employee shall be eligible to receive more than four (4) awards per year, and the maximum amount of awards that any employee is eligible to receive is \$3,500, pursuant to K.S.A. 75-37, 105.

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 as well as paid Administrative Leave 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.

1. The Director of Human Resources shall be the Employee Awards and Recognition Program Coordinator. (Coordinator).
2. Nominations 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
3. Nominations may be made by either State or Federal employees with direct knowledge or engagement in the work of the nominee.
4. Nominations for awards shall be submitted on an 'Employee Award and Recognition Program Nomination Form' to the Coordinator along with supporting documentation and information and must include the recommended non-monetary or monetary award. If a monetary award is requested, the nomination must include the date budget approval was received. Forms may be submitted electronically or via hard copy.
5. 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 to obtain additional information. If clarifying information and documentation is not provided the nomination shall be disqualified.
6. The Coordinator will present all nominations and supporting documentation and information received to the Adjutant General, who shall review all nominations in accordance with objective decision-making procedures.
7. The Adjutant General will have final approval and authority for designation of non-monetary and monetary awards up to \$3,500.
8. The Coordinator shall maintain a record of nominations received. Submission records with supporting documentation are confidential and shall be maintained by the Coordinator, the content of which includes the outcome of each nominator/nominee.
9. An employee may only receive an award one time for a specific project or accomplishment even if nominated by different principles or employees.
10. 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.
11. All awards and recognition provided under this program shall meet the conditions for a discretionary bonus set out in 29CFR 778.211.
12. The Coordinator shall be responsible for promoting the program and periodically evaluating its effectiveness.

13. All nominations and determinations made through the Employee Award and Recognition Program are confidential.

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 may 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 may 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
<i>Requested Award</i>	
<input type="checkbox"/> Monetary: \$ _____ (amount requested)	
Date budget approval received: _____ Budget approval received by: _____	
<input type="checkbox"/> Non-monetary: _____ (plaque, certificate, cup, paid Administrative Leave, other)	

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 Adjutant General:
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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:
