



**State of Delaware
Office of Management and Budget
Human Resource Management**

Agency Recognition Plan

Department Name:	Department of XYZ
Recognition Coordinator:	Lorraine Wells
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Plan Description

Types of Awards/Criteria:

1. Employee of the Quarter Award

- A certificate of recognition, signed by the Division Director, is provided to the recipient and presented at the quarterly staff meeting.
- A copy of the certificate is posted on the bulletin board in the main hallway and placed in the recipients' personnel file.
- Employee's name and accomplishment will be posted on website.

Nomination Procedures for Employee of the Quarter Award:

Eligibility: All full-time Department employees are eligible for nomination. Casual/Seasonal and temporary employees may be nominated, but are not eligible for the Statewide Award.

- Any employee in the Department can nominate an individual(s) for the Award.
- An employee/team may be nominated for the award based on one or more of the following criteria:
 - a. Heroic or courageous act
 - b. Exceptional accomplishment, achievement, initiative, leadership or long and outstanding State service
 - c. 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.
 - d. Outstanding perseverance and accomplishment against great odds and difficulties
- 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 Cabinet Secretary 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.
- The Recognition Coordinator will send reminder, via email, to all Department employees at least 2 weeks prior to quarterly deadline for nominations.

2. Employee of the Year Award

Each of the 4 Recipients of the Employee of the Quarter Award shall be considered for the Department Employee of the Year Award.

- A Certificate of Recognition, signed by the Cabinet Secretary, is presented to the recipient.
- 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.
- The recipient is announced and publicized no later than two days after the selection.
- As soon as convenient, the Cabinet Secretary or designee shall visit and award the Employee of the Year recipient with certificate.
- Recipient of Employee of the Year Award shall be nominated for the statewide award, the Delaware Award for Excellence and Commitment in State Service.

Nomination Procedures for Employee of the Year Award:

- The Department Recognition Committee shall review each of the 4 Employee of the Quarter Recipients to select the Employee of the Year and then submit their recommendation to the Cabinet Secretary for approval.
- Employee of the Year shall be nominated for the statewide Delaware Award for Excellence and Commitment in State Service.
- Recognition Coordinator will complete and submit nomination form to OMB before deadline.

Selection Process:

- The Department Recognition Committee:
 - Shall be comprised of 2 staff members (one at pay grade 10 or below) from each division and the Department Recognition Coordinator.
 - Shall meet to review all nominations and vote to determine the award recipient.
- The Department Recognition Coordinator will forward the Committee’s recommendation to the Department Head for approval.

Recognition Event(s):

- Each division will hold an annual recognition event in a central location to include all division employees.

SAMPLE Agency Recognition Plan

- The Department will hold an annual recognition event in a central location to include all employees.

Expenditures:

- Each location will hold a soup and bake sale in January, March, and May.
- Some locations plan to hold a spring fling with a rummage sale, hot dog and soda sales, and invite vendors who will give a percentage of their profit to the recognition fund.
- The Director's office will sponsor a car wash in June where the director and deputy director will wash cars during lunch hours for a fee.
- One office manager has volunteered to pick up and deliver dry cleaning, lunch, or run other small errands during lunch time in exchange for donations to the recognition fund.

Submission of Plans

Plans should be submitted electronically, accompanied by an endorsement email from the Cabinet Secretary or Agency Head, to the Office of Management and Budget/Human Resource Management for review and approval. Copies will be forwarded to the Division of Accounting. **Please submit forms electronically by October 15th** to:

Lisa Sipple

OMB/Human Resource Management
Statewide Training and Organization Development