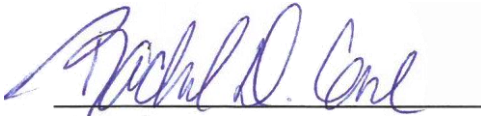


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EMPLOYEE RECOGNITION PROGRAM GUIDELINES FOR FINANCE AND ADMINISTRATION

PURPOSE: To establish an employee recognition program for Finance and Administration.

REFERENCE: Procedure No. 250-000-007, Employee Recognition Program.

SCOPE: These guidelines apply to all Central Office Finance and Administration employees and employees of offices reporting to the Secretary, including Career Service, Selected Exempt, Senior Management, and Other Personal Services (OPS).

DEFINITIONS:

Award Nomination and Review Application – the online application that allows nominators to make nominations for “Anytime”, Quarterly or Annual Awards to be reviewed by the Awards Committee and approved by the Assistant Secretary.

The URL web address is:

<http://webapp02.dot.state.fl.us/AwardNominationandReview/default.aspx>

Award Year – The Finance and Administration awards program will be administered by fiscal year.

Division – The Divisions of Finance and Administration are the offices that report directly to the Assistant Secretary of Finance and Administration as well as the direct reports of the Secretary.

Expenditures - Expenditures will be governed by *Florida Statutes* as implemented by Department procedure. There will be NO CASH AWARDS. Soliciting gifts from businesses, vendors, consultants, etc. will not be permitted, nor will any employee be required to contribute. No more than \$100.00 for each award may be used for certificates, plaques, or Pre-Approved Recognition Item. A portion of the \$100.00 may be used toward the costs of a perpetual plaque or award recipients' plaques.

F&A – Finance and Administration

FDOT – Florida Department of Transportation

Nomination Deadline – The latest date that a nomination can be delivered to the Chairman of the Review Committee for consideration in the current Award Year. Where applicable, the nomination deadline is specified by a date in the appropriate appendix. If the listed date falls on a weekend (Saturday or Sunday) the actual deadline for that year is the Monday after the listed date.

Plaque – Where these guidelines authorize a plaque or “inscribed plaque” to be awarded in recognition for the achievement using a specified design.

Pre-Approved Recognition Item – Plaque of Recognition, when specified as an award, or a pre-approved item from either Awards 4U or the FDOT Clothesline. Pre-approved items from Awards 4U include:

1. Rosewood Pen Box Set: SKU# DA-RP1
2. Acrylic Award – Octagon: SKU# 4C-A6546
3. Rosewood Business Card Box: SKU# DA-542
4. Spinning Gold Medal Award: SKU# DA-3071G
5. Rosewood Book Clock: SKU# C-359

Pre-approved items from the FDOT Clothesline include, but are not limited to:

1. Women’s Full Zip Fleece
2. Men’s Sport Striped Polo Shirt
3. Lunch Bag
4. Computer Bag

A Pre-Approved Recognition Item purchase shall not exceed \$100.00 per award recipient. As noted in these guidelines, some plaques/certificates will be of a specified design while others may be designed at the Division level.

Work Unit - The organizational unit directly below a Division.

1. REVIEW COMMITTEE

1.1 In accordance with *Procedure No. 250-000-007, Employee Recognition Program*, the Assistant Secretary of Finance and Administration shall appoint the members of the Committee with one member from each office reporting to the Assistant Secretary of Finance and Administration and one member from the offices reporting to the Secretary. A majority of the Committee's members will

constitute a quorum.

The Assistant Secretary of Finance and Administration shall appoint the Committee Chairperson. The Committee will elect a Vice Chair and Secretary.

1.2 The Review Committee shall perform administrative duties as established by ***Procedure No. 250-000-007, Employee Recognition Program***.

1.3. Review Committee Responsibilities

The Review Committee responsibilities are defined in ***Section 2*** in ***Procedure No. 250-000-007, Employee Recognition Program***. Additional responsibilities include:

- All awards will be presented in a manner most beneficial to the recipients and FDOT.
- The Review Committee shall maintain these guidelines, ensuring that all editing required by changes in ***Procedure No. 250-000-007, Employee Recognition Program***, Legislation, and Department policy are accurately reflected.

1.4 The Review Committee shall review and approve all Division program guidelines and guideline updates to ensure such program guidelines are compliant with the Employee Recognition Program Guidelines for Finance and Administration.

2. AWARDS

2.1 All mandatory and optional historical Department awards identified in ***Procedure No. 250-000-007, Employee Recognition Program***, are hereby adopted and follow its Award, Frequency, Qualifications, Documentation, Nomination Deadline, and Time Frame. These awards are:

Sustained Exceptional Performance Award
Distinguished Manager Award, in honor of Jay W. Brown
Leader of the Year Award, in honor of Ben G. Watts
Excellence in Diversity Award
Role Model of the Year Award, in honor of Dorothy Ryan and Bill Gartner
Peer Award
Service Recognition
Emergency Responder Award
Innovator of the Quarter Award
Innovator of the Year Award
Employee of the Quarter Award

Employee of the Year Award
Exceptional Contribution Award, honoring Jon S. Beazley
Exceptional Service Award, honoring Rolfe Meckler

2.2 Additional awards which have been established for Finance and Administration include:

- Special Achievement Award, **Appendix 1**
- Act of Heroism Award, **Appendix 2**
- Support for Transportation Award, **Appendix 3**
- Work Unit Employee of the Quarter Award, **Appendix 4**
- Division Employee of the Quarter Award, **Appendix 5**
- Work Unit Innovator of the Quarter Award, **Appendix 6**
- Division Innovator of the Quarter Award, **Appendix 7**
- Distinguished Customer Service Award, **Appendix 8**
- Excellence in Team Work Award, **Appendix 9**

2.3 Recognition Program Specific Awards – In accordance with **Section 2.11** of **Procedure No. 250-000-007, Employee Recognition Program**, the Finance and Administration Recognition Program will purchase gift cards equaling 2% of its Full Time Employee count, based on data provided by the Human Resources Office by June 30 of each year. These gift cards may be used for awards as designated by the Finance and Administration Review Committee. The amount of a gift card used for additional awards may not exceed \$75.00. The Finance and Administration Review Committee will determine at the beginning of each fiscal year which award(s) will receive the \$75.00 gift card.

Recognition Program Specific Award(s) that have been established and authorized by the Finance and Administration Review Committee as being eligible for the \$75.00 gift card include:

- Division Employee of the Year Award, **Appendix 10**

2.4 Secretary's New Awards – The following annual awards are established by the Secretary for any Department employee, as appropriate. Assistant Secretaries, District Secretaries, the Chief of Staff and the Executive Director will provide a nominee by September 1st for each of the following awards. The Secretary will select the final award recipients, who will receive a gift card valued at \$95.00 and inscribed medallion.

- Secretary's Innovation and Efficiency Award
- Secretary's Customer Service Award
- Secretary's Distinguished Public Service Award
- Secretary's Exceptional Performance Award

2.5 Finance and Administration Awards Certificate – All Finance and Administration Awards Certificates shall be issued via the standardized certificate, ***Finance and Administration Awards Certificate Template, Form No. 010-000-20.***

2.6 Procurement of Pre-Approved Recognition Items must comply with ***Procedure No. 250-000-007, Employee Recognition Program Section 1.4.*** Further, the combined costs of all Pre-Approved Recognition Items for any given award shall not exceed \$100.00 and must be procured with official funds as specified in ***Procedure No. 250-000-007, Employee Recognition Program.***

2.7 For the purpose of administering the Work Unit Employee of the Quarter and Work Unit Innovator of the Quarter Awards, each Division Director will combine any Work Unit with less than 12 positions with another Work Unit to total at least 12 positions.

2.8 Each Division Director may establish the process to be used within the Work Unit and/or Division to nominate, evaluate and select a Work Unit and/or Division Employee of the Quarter. Division Directors will provide a copy of the documented process for established Work Unit and/or Division Employee of the Quarter awards to the Review Committee upon publication and whenever updated for Review Committee approval. The Division Director will ensure that all employees in a Work Unit that have been combined in accordance with ***Section 2.7*** have a fair and equal opportunity for selection as the Work Unit Employee of the Quarter.

2.9 Each Division Director may establish the process to be used within the Work Unit and/or Division to nominate, evaluate and select a Work Unit and/or Division Innovator of the Quarter. Division Directors will provide a copy of the documented process for established quarterly awards to the Review Committee upon publication and whenever updated for Review Committee approval. The Division Director will ensure that all employees in a Work Unit that have been combined in accordance with ***Section 2.7*** have a fair and equal opportunity for selection as the Work Unit Innovator of the Quarter.

2.10 With approval of the Assistant Secretary of Finance and Administration, the Division Employee of the Year Award may be named to reflect significance to the organization.

The Division Employee of the Year Award is to be selected from the recipients of the Division Employee of the Quarters and Innovator of the Quarters during the year. The Finance and Administration Employee of the Year is to be selected from recipients of the Divisions' Employee of the Year.

2.11 SUMMARY OF TIMEFRAMES AND DEADLINES

AWARD CATEGORY	NOMINATION DEADLINE	NOMINATION DUE TO ASSISTANT SECRETARY	NOMINATION DUE TO DEPARTMENT'S AWARDS COORDINATOR
Sustained Exceptional Performance Award	June 30	July 30	Due to Department's Awards Coordinator by August 15
Distinguished Manager Award	June 30	July 30	Process the nomination for presentation to the nominee within 30 days of F&A Assistant Secretary approval
Leader of the Year Award	June 30	July 30	Process the nomination for presentation to the nominee within 30 days of F&A Assistant Secretary approval
Excellence in Diversity Award	June 30	July 30	Process the nomination for presentation to the nominee within 30 days of F&A Assistant Secretary approval
Role Model of the Year Award	June 30	July 30	Process the nomination for presentation to the nominee within 30 days of F&A Assistant Secretary approval
Innovator of the Quarter Award	Last day of award quarter. Submission of Division Innovator of Quarter due 30 days after respective quarter	No later than last day of subsequent month following quarter	Process the nomination for presentation to the nominee within 30 days of F&A Assistant Secretary approval
AWARD CATEGORY	NOMINATION DEADLINE	NOMINATION DUE TO ASSISTANT SECRETARY	NOMINATION DUE TO DEPARTMENT'S AWARDS COORDINATOR
Innovator of the Year Award	N/A	July 30	Process the nomination for presentation to the nominee within 30 days of F&A Assistant Secretary approval

AWARD CATEGORY	NOMINATION DEADLINE	NOMINATION DUE TO ASSISTANT SECRETARY	NOMINATION DUE TO DEPARTMENT'S AWARDS COORDINATOR
Employee of the Quarter	Last day of award quarter. Submission of Division Employee of Quarter due 30 days after respective quarter	No later than last day of subsequent month following quarter	Process the nomination for presentation to the nominee within 30 days of F&A Assistant Secretary approval
Employee of the Year	N/A	July 30	Process the nomination for presentation to the nominee within 30 days of F&A Assistant Secretary approval
Exceptional Contribution Award	June 30	July 30	Process the nomination for presentation to the nominee within 30 days of F&A Assistant Secretary approval
Exceptional Service Award	Up to 90 days prior to retirement date	15 workdays after review by committee	Process the nomination for presentation to nominee within 15 workdays of F&A Assistant Secretary approval
Special Achievement Award	Up to 30 days after event	15 workdays after review by committee	Process the nomination for presentation to nominee within 15 workdays of F&A Assistant Secretary approval
Act of Heroism Award	Up to 30 days after event	15 workdays after review by committee	Process the nomination for presentation to nominee within 15 workdays of F&A Assistant Secretary approval
Support for Transportation Award	Anytime	Award nomination given directly to F&A Assistant Secretary	Process the nomination within 15 work days of F&A Assistant Secretary approval
Work Unit Employee of the Quarter Award	Quarterly	N/A	Dates and process established by Division Director
Division Employee of the Quarter Award	Quarterly	N/A	Process the nomination for presentation to the nominee within 30 days of Division Director approval
Work Unit Innovator of the Quarter Award	Quarterly	N/A	Dates and process established by Division Director

AWARD CATEGORY	NOMINATION DEADLINE	NOMINATION DUE TO ASSISTANT SECRETARY	NOMINATION DUE TO DEPARTMENT'S AWARDS COORDINATOR
Division Innovator of the Quarter Award	Quarterly	N/A	Process the nomination for presentation to the nominee within 30 days of Division Director approval
Distinguished Customer Service Award	Up to 30 days after event	15 workdays after review by committee	Process the nomination for presentation to the nominee within 15 workdays of Review Committee approval
Excellence in Teamwork Award	Up to 30 days after event	15 workdays after review by committee	Process the nomination for presentation to the nominee within 15 workdays of Review Committee approval
Division Employee of the Year Award	July 31	N/A	Process the nomination for presentation to the nominee within 30 days of Division Director approval

3. Selection of Award Recipients

The Review Committee accumulates nominations and submits to the F&A Assistant Secretary along with their recommendations. The F&A Assistant Secretary meets with the directors of the offices directly reporting to the F&A Assistant Secretary and the Secretary to review the nominations and recommendations to make the final selection.

4. TRAINING

No training required.

5. FORMS

Form No. 250-000-02, Employee Recognition Nomination Form, is available in the Forms Library or from the Agency Awards Coordinator.

Form No. 010-000-20, Finance and Administration Awards Certificate Template is available in the Forms Library or from the Agency Awards Coordinator.

APPENDIX 1

SPECIAL ACHIEVEMENT AWARD

AWARD: Certificate to each individual.

FREQUENCY: Awarded periodically to one or more employees.

Nominations may be made by any DOT employee who has knowledge of facts which will support such nominations.

QUALIFICATIONS: Special acts or achievements which result in tangible or intangible benefit to DOT or other governmental entities. Such acts may include, but are not limited to: a) increased productivity; b) an exceptional contribution to the efficiency, economy or other improvement in the operation of DOT and/or state government, such as reducing costs in a significant or innovative manner by saving time, labor and/or materials; and/or c) exemplary accomplishment of additional temporary or emergency assignments.

NOMINATION DEADLINE: Nominations justifying the award recommendation must be submitted in the Award Nomination and Review application no later than 30 days after the event.

TIME FRAME: The Committee must submit its recommendations to the Assistant Secretary within 15 workdays. After receipt of an approved recommendation, the Committee must print the certificate for presentation within 15 workdays. The certificate will be returned to the Nominator for presentation.

APPENDIX 2

ACT OF HEROISM AWARD

AWARD: Certificate to each individual.

FREQUENCY: Awarded periodically to one or more employees. An employee may receive more than one Heroism Award in any one year.

Nominations may be made by any DOT employee who has knowledge of facts which will support such nominations.

QUALIFICATIONS:

Acts of heroism must be in connection with, related to, or performed during authorized working hours.

Employee(s) must clearly and demonstrably have: a) attempted to or saved a person's life; or b) any other action of heroism deemed appropriate by the respective Committee.

NOMINATION DEADLINE: Nominations justifying the award recommendation must be submitted in the Award Nomination and Review application no later than 30 days after the event.

TIME FRAME: The Committee must submit its recommendations to the Assistant Secretary within 15 workdays. After receipt of an approved recommendation, the Committee must print the certificate for presentation within 15 workdays. The certificate will be returned to the Nominator for presentation.

APPENDIX 3

SUPPORT FOR TRANSPORTATION AWARD

AWARD: Certificate to each individual.

FREQUENCY: Periodic to one or more current or former employee from another Florida state government entity.

Nominations may be made by any DOT employee who has knowledge of the facts which support such nominations.

QUALIFICATIONS: Recipients must have made a significant contribution(s) through dedicated support for transportation in Florida.

DOCUMENTATION: Nominations will be made directly to the Assistant Secretary, if approved, the name of the approved recipient(s), along with the contribution, will be forwarded to the Review Committee for processing. The certificate will be returned to the Assistant Secretary for presentation.

APPENDIX 4

WORK UNIT EMPLOYEE OF THE QUARTER AWARD

AWARD: Standardized certificate.

FREQUENCY: Awarded quarterly to one employee in each Work Unit.

Work Unit means the organizational unit directly below a Division; however, Work Units may be combined in accordance with **Section 2.7**.

QUALIFICATIONS:

Recipient(s) must have demonstrated being bold, innovative and/or inspirational; provided a tangible or intangible benefit to the Work Unit, Division or Department; and have served as an example to others.

DOCUMENTATION:

As required by Division Manager's established documented process.

The Division Director is responsible for the design and production of the certificate.

APPENDIX 5

DIVISION EMPLOYEE OF THE QUARTER AWARD

AWARD: Standardized certificate, Pre-Approved Recognition Item and submission as the Division nomination for the Finance & Administration Employee of the Quarter award.

FREQUENCY: Awarded quarterly to one employee in each Division.

QUALIFICATIONS:

Recipient(s) must have demonstrated being bold, innovative and/or inspirational; providing a tangible or intangible benefit to the Work Unit, Division or Department; and serving as an example to others.

DOCUMENTATION:

As required by Division Director's established process.

The Division Director is responsible for the design and production of the certificate.

The Division Director will forward (e-mail recommended) the name of the quarterly Division Employee of the Quarter award recipient, along with the justification presented to the Division Director, as well as a short endorsement if desired, to their Division's Finance and Administration Review Committee member no later than 30 days after the respective quarter for consideration for the Finance and Administration Employee of the Quarter Award (see ***Procedure No. 250-000-007, Employee Recognition Program, Appendix 19***).

APPENDIX 6

WORK UNIT INNOVATOR OF THE QUARTER

AWARD: Standardized certificate.

FREQUENCY: Awarded quarterly to one employee in each Work Unit.

Work Unit means the organizational unit directly below a Division; however, Work Units may be combined in accordance with **Section 2.7**.

QUALIFICATIONS:

Recipient(s) must have an innovative idea implemented and assisted the Work Unit, Division or Department in attaining its goals in fulfilling its mission to the State of Florida. Consideration should be given to significant contributions to operational effectiveness or efficiency of the Work Unit, Division or Department.

DOCUMENTATION:

As required by Division Director's established process.

The Division Director is responsible for the design and production of the certificate.

APPENDIX 7

DIVISION INNOVATOR OF THE QUARTER

AWARD: Standardized certificate, Pre-Approved Recognition Item and submission as the Division's nomination for the Finance & Administration Innovator of the Quarter award.

FREQUENCY: Awarded quarterly to one employee in each Division.

QUALIFICATIONS:

Recipient(s) must have an innovative idea implemented and have assisted the Work Unit, Division or Department in attaining its goals in fulfilling its mission to the State of Florida. Consideration should be given to significant contributions to operational effectiveness or efficiency of the Work Unit, Division or Department.

DOCUMENTATION:

As required by Division Director's established process.

The Division Director is responsible for the design and production of the certificate.

The Division Director will forward (e-mail recommended) the name of the quarterly Division Innovator of the Quarter award recipient, along with the justification presented by the Division Director, as well as a short endorsement if desired, to their Division's Finance and Administration Review Committee member no later than 30 days after the respective quarter for consideration for the Finance and Administration Innovator of the Quarter Award (see ***Procedure No. 250-000-007, Employee Recognition Program, Appendix 18***).

APPENDIX 8

DISTINGUISHED CUSTOMER SERVICE AWARD

AWARD: Certificate to each individual.

FREQUENCY: Awarded periodically, as justified, to an individual or group.

QUALIFICATIONS:

Exemplary act(s) of customer service related to the functions or responsibilities of the work unit, which results in an acknowledged appreciation from an internal DOT source or a source external to DOT (i.e. citizens, consultants, employees or officials of other agencies, etc.).

A single act of customer service may justify the award based on the magnitude of the effort or impact of the result.

A compilation of frequent and sustained acts of exemplary customer service may justify the award.

DOCUMENTATION:

a) Internal DOT nominators should make the nomination using the Award Nomination and Review application; external people should be provided ***Form No. 250-000-02, Employee Recognition Nomination Form.***

b) Other supportive documentation as appropriate.

NOMINATION DEADLINE: Nominations must be submitted to the Committee Chairperson no later than 30 days after the nominator has knowledge of the service rendered.

TIME FRAME: Within 15 workdays after receipt of the nomination, the Committee must submit its recommendation to the Assistant Secretary. After receipt of an approved recommendation, the Committee must process the nomination for presentation within 15 workdays. The certificate will be provided to the nominator for presentation.

APPENDIX 9

EXCELLENCE IN TEAMWORK AWARD

AWARD: Certificate to each individual.

For the purpose of this award, a team is defined as "two or more employees working to accomplish a common goal."

FREQUENCY: Awarded periodically, as justified. Employees may receive more than one Excellence in Teamwork Award in any one year.

Any DOT employee who has knowledge of the facts that will support a team nomination may make a nomination.

QUALIFICATIONS:

A Teamwork Award is presented to teams achieving excellence in performance for a specific project or assignment within a prescribed time frame. Acceptable managerial concepts and practices must be used to obtain the results.

Employees must clearly demonstrate how their team effort helped them to achieve their excellent performance.

NOMINATION DEADLINE: Nominations justifying the award recommendation must be submitted in the Award Nomination and Review application later than 30 days after the event.

TIME FRAME: The Chairperson will submit the Committee recommendation to the Assistant Secretary within 15 workdays for approval. The certificate will be provided to the Nominator for presentation.

APPENDIX 10

DIVISION EMPLOYEE OF THE YEAR AWARD

AWARD and FREQUENCY: The standardized certificate and Gift Certificate shall not exceed \$75.00 in total value, to one employee.

QUALIFICATIONS:

Award must have been authorized in the fiscal year being awarded by the Finance and Administration Review Committee as a Recognition Program Specific Award.

Recipient(s) must have been selected as a Division Employee of the Quarter or Division Innovator of the Quarter during the Award Year.

Recipient(s) must have made a significant contribution toward the Division's or Department's mission.

DOCUMENTATION:

The Division Director is responsible for the design and production of the certificate. Presentation shall be made no later than August 10.