

Approved:

Effective: May 21, 2015
Review: May 1, 2017
Office: Secretary's Office
Topic No.: 250-000-062



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EMPLOYEE RECOGNITION PROGRAM FOR SECRETARY'S OFFICE

PURPOSE:

To establish an employee recognition program for the Secretary's Office.

AUTHORITY:

Section 20.23(3)(a) and 334.048(3), Florida Statutes

REFERENCES:

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

SCOPE:

This procedure applies to all employees of offices reporting to the Secretary, including Career Service, Selected Exempt, Senior Management, and Other Personal Services (OPS).

1. REVIEW COMMITTEE

The Secretary shall appoint at least three employees to serve on the Review Committee, designating one employee as the Committee Chairperson. The Review Committee shall perform administrative duties as established by **Procedure No. 250-000-007, Employee Recognition Program**.

2. AWARDS

- 2.1 The following mandatory awards are established for the Secretary's Office. A full description of each is contained in **Procedure No. 250-000-007, Employee Recognition Program**.

- Sustained Exceptional Performance Award
- Distinguished Manager Award, in honor of Jay W. Brown
- Leader of the Year Award, in honor of Ben G. Watts
- Employee of the Year
- Employee of the Quarter

2.2 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 these 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

3. TRAINING

None

4. FORMS

The forms listed below are available in the Department's Forms Library:

Form No. 250-000-02, Employee Recognition Nomination Form

Form No. 250-020-10, Position Description