

12/8/15: Pen & Ink change to Production Division

Approved:

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ENGINEERING AND OPERATIONS EMPLOYEE RECOGNITION PROGRAM

PURPOSE:

This procedure prescribes Engineering and Operations' process for an employee recognition program.

AUTHORITY:

Sections 20.23(4)(a), 334.048(3), and 110.1245, Florida Statutes (F.S.);
Florida Department of Transportation (FDOT) Procedure 250-000-007,
Employee Recognition Program

SCOPE:

This procedure applies to all FDOT Career Service, Select Exempt Service (SES), Senior Management Service (SMS), and Other Personal Services (OPS) employees.

DEFINITIONS:

Annually – Fiscal year.

Awards – A recognition item other than cash. In most cases, it will be an approved designed certificate, but may be supplemented by a specific office/manager approved certificate, plaque, trophy or any other items presented to the employee as recognition for their achievement.

Division – Engineering and Operations has two divisions:

Production Division: Office of Design, Emergency Management Office, Office of Right of Way, Research Center, Safety Office, Program Management, Chief Engineer's Office and Assistant Secretary's Office.

Operations Division: Office of Construction, Office of Maintenance, Office of Materials, and Office of Traffic Operations.

1. EMPLOYEE RECOGNITION

1.1 ELIGIBILITY

Awards under this program will be based solely on merit of achievements, and may be bestowed upon any eligible FDOT employee for superior accomplishments or for special acts or services in connection with or related to their official employment. Accomplishments and contributions must significantly exceed normal expectations to merit special recognition.

All employees are encouraged to identify and nominate individual FDOT employees or groups whose contributions merit special recognition. Nominations may be made by any FDOT employee who has knowledge of facts which support such nominations.

1.2 RECOGNITION ITEMS

Expenditures will be governed by Florida Statutes as implemented by this procedure and **Procedure No. 250-000-007, Employee Recognition Program**. Awards will usually consist of an item of up to a total cost of \$100, plus applicable taxes, as designated by the office's awards procedure. There will be NO CASH AWARDS.

As noted in this procedure, some items will be of a specified design while others may be designed at the unit level. A designated awards committee, as appointed by the Assistant Secretary for Engineering and Operations, will secure and provide those certificates with specified design upon request by managers.

1.3 REVIEW

The Review Committee will consist of a minimum of five members and a maximum of 10 members appointed by the Assistant Secretary for Engineering and Operations. A majority of the committee's members will constitute a quorum. Members should normally serve no longer than a maximum three-year term, which may be extended at the discretion of the Assistant Secretary, and terms will be staggered to retain experience. The Assistant Secretary shall appoint the chairperson. When a Committee recommendation for an award ends in a tie vote, and the Committee cannot break the tie, it will be forwarded to the Assistant Secretary for final determination.

1.3.1 REVIEW COMMITTEE RESPONSIBILITIES

The Review Committee will be responsible for the following duties as they relate to the awards under **Section 1.4.1**, except for award reporting as noted below. Nominations are considered confidential until reviewed by the committee and Assistant Secretary and the nominator is advised of the result.

- (a) Evaluate nominations to ensure specific award criteria are met and discuss the need for any additional information with the nominator.
- (b) Discuss all nonconcurrency nominations with nominee's immediate supervisor and any higher-level authority as necessary.

- (c) Evaluate nominations to determine the proper type of award; contact the nominator for concurrence if another award is deemed to be more appropriate; or notify nominator of non-recommended nominations.
- (d) Once the Review Committee makes a recommendation, the chair shall send it to the Assistant Secretary for Engineering and Operations for concurrence. The nomination will then be returned to the committee.
- (e) Process approved awards for presentation, including contacting the nominator and supervisor of an award winner regarding award presentation.
- (f) Perform necessary administrative duties to include arrangements for publicity and presentation ceremonies. After presentations are made, the committee shall publicize award recipient, type of award received and nominator, in the appropriate newsletter(s), and on the Infonet.
- (g) All awards will be presented in a manner most beneficial to the recipients and DOT.
- (h) Establish and maintain documentation deemed appropriate by the committee.
- (i) Establish an awareness/education campaign to be presented to all units under the Assistant Secretary for Engineering and Operations. The Review Committee must conduct its awareness/education campaign at least annually, but is encouraged to make presentations periodically throughout the year. Publicize the progress of the awareness/education campaign including program activities and effective recognition techniques, in the appropriate newsletter(s), and on the Infonet.

1.4 AWARDS

All awards conveyed under this program should be presented in a timely manner at the recipients' work units among peers or at a formal meeting. A unit with a previously established awards/recognition process must be in compliance with **Section 1.4.2, Additional Awards**.

1.4.1 Required Department Awards:

The following awards will be given annually to an employee within the Division of Engineering and Operations. These awards cannot be renamed nor can the criteria or certificate design be changed. (The Agency Awards Coordinator will maintain the authorized designs.) The funds for these awards will come from the Assistant Secretary's cost center. For Engineering and Operations, the recognition items for these annual awards will be a medallion and \$95 gift card. Nominations for these awards are due by June 30 each year.

- Sustained Exceptional Performance Award
- Distinguished Manager Award, honoring Jay W. Brown

- Leader of the Year Award, honoring Ben G. Watts
- Excellence in Diversity Award
- Role Model of the Year, honoring Bill Gartner or Dorothy M. Ryan
- Exceptional Contribution, honoring Jon S. Beazley
- Highway Engineering, honoring AL C. Church
- Bridge Engineering Award, honoring Bill Dean
- Innovator of the Year Award
- Employee of the Year Award

The frequency, qualifications, documentation, nomination deadlines and time frames are contained within Department ***Procedure No. 250-000-007, Employee Recognition Program.***

The following awards are annual awards added for Engineering and Operations employees which are not included in the required annual awards:

Administrative Services Professional of the Year Award

Award: Gift card valued at \$75 and inscribed medallion.

Frequency: Awarded annually to one Engineering & Operations employee.

Qualifications: The nominee must have demonstrated the attributes of the Department's values on a daily basis and work in the area of administrative services. The nominee must consistently demonstrate professionalism, superior proficiency, productivity and dependability in daily work activities and assignments. The nominee must have a helpful attitude and be a positive influence to others.

Documentation: Online nomination with documentation by the nominator of the supporting details of the achievement and any related recognition of the achievement is required in the submittal of the award nomination.

Nomination deadline. Nominations must be submitted to the Review Committee by June 30. If June 30 falls on a weekend, the due date is the following Monday.

Time Frame: The Review Committee must submit its recommendations to the Assistant Secretary by July 30. After receipt of an approved recommendation, the Review Committee must process the nomination for presentation within 30 days.

Exceptional Colleague of the Year Award

Award: Gift card valued at \$75 and inscribed medallion.

Frequency: Awarded annually to one Engineering & Operations employee.

Qualifications: Nominee provides support to his/her colleagues by always offering assistance, guidance and conducting themselves in a courteous manner. Nominee takes the initiative to improve individual skills and knowledge. He/She commands the

respect of colleagues, supervisors, and managers. Nominee identifies and addresses work problems and helps to resolve them. Nominee accepts responsibilities and performs duties above and beyond what is normally expected, works diligently to help complete a critical work project. Nominee has proven continuously to be reliable and dependable and interacts with others in a positive, enthusiastic and cheerful manner. Nominee acts as a team player and encourages teamwork in others.

Documentation: Online nomination with documentation by the nominator of the supporting details of the achievement and any related recognition of the achievement is required in the submittal of the award nomination.

Nomination deadline. Nominations must be submitted to the Review Committee by June 30. If June 30 falls on a weekend, the due date is the following Monday.

Time Frame: The Review Committee must submit its recommendations to the Assistant Secretary by July 30. After receipt of an approved recommendation, the Review Committee must process the nomination for presentation within 30 days.

1.4.2 Additional Awards:

Established awards (titled or generic; annual or periodic) **must be in accordance** with this procedure. Established honorary awards cannot be named in honor of a current employee/official. The funds for these awards will come out of the manager's cost center. The Instant Recognition and Peer Awards will be presented at the work unit level.

(a) Instant Recognition Award

- Award: Certificate presented by the Work Unit Manager.
- Frequency: Awards may be periodically presented by SES or SMS level managers to any subordinate employee(s). An employee may receive more than one Instant Recognition Award in any one award year.
- Qualifications: Special acts or achievements which result in benefit to FDOT or other governmental entities. Exemplary act(s) of customer service related to the functions or responsibilities of the Work Unit, which resulted in documented appreciation from an internal FDOT source or a source external to FDOT.
- Documentation: A log for documentation of recipients and a brief summary of the accomplishment, to be maintained by the SES/SMS manager.

(b) Peer Award

- Award: Certificate (online).
- Frequency: Awards may be periodically presented by any FDOT employee to a "peer". An employee may receive more than one Peer Award in any one year.
- Qualifications: Recipient must have performed a service or contribution of value to the "peer" making the presentation. The immediate supervisor's signature, which is required on the certificate, does not constitute approval or disapproval of the award, but simply acknowledges that the award is being given.

The following awards will be processed through the E&O Awards Committee and the certificate will be provided by the Assistant Secretary for Engineering & Operations.

(c) Excellence in Teamwork Award

- Award: Each team member will receive a certificate. For the purpose of this award, a team is defined as “two or more FDOT employees working to accomplish a common goal”.
- Frequency: Awards are reviewed by the Awards Committee and periodically presented by the Assistant Secretary for Engineering and Operations as warranted. FDOT Employees may receive more than one Excellence in Teamwork Award in any one award year.
- Qualifications: Special acts or achievements which result in benefit to DOT or other governmental entities. Exemplary act(s) of customer service related to the functions or responsibilities of a team, which resulted in documented acknowledged appreciation from an internal FDOT source or a source external to FDOT.
- Documentation: Nominations may be made by any FDOT employee who has knowledge of facts which support such nominations through the nomination system.

(d) Quality Recognition Award

- Award: Certificate
- Frequency: Awards are reviewed by the Awards Committee and presented periodically by the Assistant Secretary for Engineering and Operations as warranted.
- Qualifications: The recognition will be for excellence in project designs or construction, team process improvement activities, or such special achievements which result in tangible or intangible benefit to FDOT or our customers in the form of improved services or by enhancing our transportation system.
- Documentation: Submit through the nomination system with documentation by the nominator of the supporting details of the achievement and any related recognition of the achievement is required in the submittal of the award nomination.

(e) Customer Service Award

- Award: Certificate.
- Frequency: Awards are reviewed by the Awards Committee and presented periodically by the Assistant Secretary for Engineering and Operations as warranted.
- Qualifications: Exemplary act(s) of customer service related to the functions or responsibilities of the work unit, which result in acknowledged appreciation from an internal FDOT source, or a source external to FDOT (i.e., citizens, consultants, employees, or officials of other agencies, etc.) This award may be given for a single act or a compilation of frequent and sustained acts of customer service.
- Documentation: Submit through the nomination system with documentation by the nominator of the supporting details of the achievement and any related recognition of the achievement is required in the submittal of the award nomination.

(f) The “RITE” Stuff Award

- Award: Certificate.
- Frequency: Awards are reviewed by the Awards Committee and presented periodically by the Assistant Secretary for Engineering and Operations as warranted.
- Qualifications: Recognition for the employee that Respect, Integrity, Teamwork, Excellence on a daily basis.
- Documentation: Submit through the nomination system with documentation by the nominator of the supporting details of the achievement and any related recognition of the achievement is required in the submittal of the award nomination.

(g) Emergency Responder Award

- Award: Standardized certificate.
- Frequency: Awards may be presented periodically by the Assistant Secretary for Engineering and Operations to employees who are designated and deployed as Emergency Responders as defined and described in ***Emergency Management Program, Procedure No. 500-000-104***. An employee may receive more than one Emergency Responder Award depending on the number of days of deployment.
- Qualifications: Recipient must have been designated as an Emergency Responder as defined and described in ***Emergency Management Program, Procedure No. 500-000-104***. Award requires overnight stays by the employee in Emergency Responder status.
- Documentation: Submit through the nomination system with documentation by the nominator of the supporting details of the achievement and any related recognition of the achievement is required in the submittal of the award nomination.

(h) Exceptional Service Award, honoring Rolfe Mickler

- Award: Inscribed plaque. Total value up to \$100.
- Frequency: Awarded periodically, as justified, to one or more employees by each committee.
- Qualifications: Nominee must be a retiring employee separating from state government, who has been employed by FDOT for the last 10 years prior to retirement. Nominee must have made significant contributions to the FDOT.
- Documentation: Submit through the nomination system with documentation by the nominator of the supporting details of the achievement and any related recognition of the achievement is required in the submittal of the award nomination.

1.4.3 PROCUREMENT OF AWARDS

Awards must be purchased and tracked in accordance with ***Procedure No. 250-000-007, Employee Recognition Program***.

1.5 TRAINING

A PowerPoint presentation is available for any office's use upon request to a committee member.

1.6 FORMS

The preferred method for nomination is the on-line awards system, however, Form No. 250-000-02, Employee Recognition Nomination Form, is available in the Forms Library or from the Agency Awards Coordinator