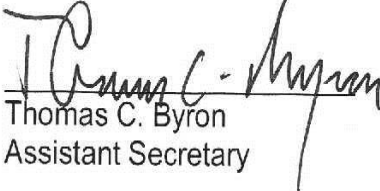


Approved:

Effective: August 17, 2017
Review: August 10, 2017
Office: Strategic Development
Topic No.: 525-C09-001-e



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Assistant Secretary

EMPLOYEE RECOGNITION PROGRAM for STRATEGIC DEVELOPMENT

PURPOSE:

This procedure prescribes Strategic Development's process for an employee recognition program.

AUTHORITY:

Sections 20.23(3)(a) and 334.048(3), Florida Statutes (F.S.)

REFERENCES

Sections 112.194 and 110.1245(3) & (4), F.S.
DOT Procedure 250-000-007, Employee Recognition Program

SCOPE:

This procedure will apply to all DOT employees, Career Service, Selected Exempt Service (SES), Senior Management Service (SMS), and Other Personal Services (OPS).

DEFINITIONS:

Annually – Fiscal year.

Awards – A recognition item other than cash. In most cases, it will be a uniformly established designed certificate, but may be supplemented by a specific office/manager established certificate, plaque, trophy or other item presented to an employee as recognition for various achievements.

Division – Strategic Development (SD). For this Employee Recognition Program there will be four areas with individual work units under SD: Planning; Freight, Logistics and Passenger Operations; Transportation Technology; and Assistant Secretary for Strategic Development.

Pre-Approved Recognition Item – Pre-approved recognition items can be purchased for Employee of the Quarter and Innovator of the Quarter for the following areas of Strategic Development: Planning; Freight, Logistics, and Passenger Operations; Transportation Technology; and Assistant Secretary. Items include 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

The combined costs of all pre-approved recognition items for any given award shall not exceed \$100 and must be procured with official funds as specified in Procedure No. 250-000-007, Employee Recognition Program.

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 units within each SD area that are generally headed by a SES/SMS level manager.

The work units are:

- Planning
 - Policy Planning
 - Systems Implementation
 - Forecasting & Trends
- Freight, Logistics, and Passenger Operations
 - Aviation & Spaceports
 - Freight & Multimodal Operations
 - Seaport
 - Transit
- Transportation Technology
 - Office of Information Technology
 - Application Services
 - Integration Services
 - Information Technology Services – Central Office

- Civil Integrated Management
 - Transportation Data and Analytics
 - Surveying & Mapping
 - Geographic Information Systems
 - Data Systems Support
- Information Security Management, and Process and Quality Improvement
- Assistant Secretary for Strategic Development
 - Research Center
 - Financial & Administrative Services

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 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 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*. As noted in this procedure, some certificates will be of a specified design while others may be designed at the work unit level.

1.3 REVIEW COMMITTEE

The Review Committee will consist of a minimum of five members and a maximum of ten members appointed by the Assistant Secretary for Strategic Development. 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. Terms will be staggered to retain experience. The Assistant Secretary shall appoint a 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) Establish, maintain, and publish a procedure which must be in compliance with Department ***Procedure 250-000-007, Employee Recognition Program***, and must be approved by the Assistant Secretary of Strategic Development.
- (B) Review nominations to determine the proper type of award and ensure specific award criteria are met. Discuss the need for any additional information with the nominator.
- (C) Discuss all unsupported nominations with the nominee's immediate supervisor and any higher level authority as necessary.
- (D) Notify the nominator of the outcome of their nominations.
- (E) Provide notice to the public of all Review Committee meetings, at least seven days prior to the date of the meeting via:
 - The Department's Internet, using the "Add a Public Announcement" feature.
 - The Florida Administrative Register.The notice shall include a statement of the general subject matter to be considered.
- (F) Within ten business days of all Review Committee meetings, provide meeting minutes to the Department's Award Coordinator for posting on the Department's Internet, using ***Form 250-000-09, Employee Recognition Program Review Committee Meeting Minutes***.
- (G) After the Review Committee makes a recommendation, the respective chairperson shall send it to the appropriate Assistant Secretary for approval or disapproval. Upon review or action by the Assistant Secretary the nomination will be returned to the Review Committee.
- (H) Process approved recommendations for presentation and contact the nominator and the supervisor of an award winner regarding award presentation.
- (I) Perform necessary administrative duties to include making arrangements for publicity and presentation ceremonies.
- (J) Maintain and retain all nominations and other supporting documents for five years or as required by the Department of State records retention schedule.
- (K) Establish an awareness or educational campaign to be presented, at least annually, to all work units within SD.

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 work unit with a previously established awards/recognition process must be in compliance with **Section 1.4.2, Additional Awards**.

1.4.1 Required SD Awards

The following awards will be given annually to an employee within the division of Strategic Development. These awards cannot be renamed nor can the criteria or certificate design be changed. (The Agency Awards Coordinator will maintain the authorized camera-ready certificate designs.) The funds for these awards will come from the Assistant Secretary's cost center.

- 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
- Peer Award
- Service Recognition
- Emergency Responder Award
- Innovator of the Year Award
- Employee of the Year Award
- Exceptional Contribution, honoring Jon S. Beazley
- Public Transportation Award, honoring Jack K. Johnson
- Exceptional Service Award, honoring Rolfe Mickler

The frequency, qualifications, documentation, nomination deadlines and time frames are contained within Department **Procedure 250-000-007, Employee Recognition Program**.

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.

(A) Work Unit Employee of the Quarter Award

- Award: Standard certificate.
- Frequency: Awarded quarterly to one employee per recognition program. More than one employee may be awarded during a quarter, but the annual total number of winners may not exceed four. Recipients of the Work Unit

Employee of the Quarter Award are automatically nominated for the Work Unit Employee of the Year Award.

- Qualifications: The nomination should specifically identify how the nominee(s) action demonstrated being bold, innovative and/or inspirational; provided a tangible or intangible benefit to the Department; and served as an example to others.
- Documentation: The following documents must be included for this nomination:
 - Online nomination or the Employee Recognition, Form No. 250-000-02, and
 - Documentation by the nominator of the supporting details of the achievement and any related recognition of the achievement.
- Nomination Deadline: Nominations must be submitted to the appropriate committee chairperson by the respective quarterly end date: September 30, December 31, March 31, and June 30. If the last day of the quarter falls on a weekend or holiday, the due date is the following workday.

(B) Work Unit Innovator of the Quarter Award

- Award: Standard certificate.
- Frequency: Awarded quarterly to one employee per recognition program. Recipients of this award will automatically be eligible for the Work Unit Innovator of the Year Award. An employee may not receive more than one Innovator of the Quarter Award in any one award year.
- Qualifications: The nominee's innovative idea must have been implemented and assisted the Department in attaining its goals in fulfilling its mission to the State. Consideration should be given to significant contributions to operational effectiveness or efficiency of the Department.
- Documentation: The following documents must be included for this nomination:
 - Online nomination or the Employee Recognition, Form No. 250-000-02, and
 - Documentation by the nominator of the supporting details of the achievement and any related recognition of the achievement.
- Nomination Deadline: Nominations must be submitted to the appropriate committee chairperson by the respective quarterly end date: September 30, December 31, March 31, and June 30. If the last day of the quarter falls on a weekend or holiday, the due date is the following workday.

(C) Employee of the Quarter Award for areas of Strategic Development (Planning; Freight Logistics, and Passenger Operations; Transportation Technology; and Assistant Secretary)

- Award: Standardized certificate, pre-approved recognition item and submission as the area's nominee for the SD Employee of the Quarter Award. The area Director is responsible for the design and production of the certificate.

- Frequency: Awarded quarterly to one employee in each area.
- Qualifications: The nomination should specifically identify how the nominee(s)' action demonstrated being bold, innovative and/or inspirational; provided a tangible or intangible benefit to the Department; and served as an example to others.
- Documentation: The following documents must be included for this nomination.
 - Online or the Employee Recognition, Form No. 250-000-02, and
 - Documentation by the nominator of the supporting details of the achievement and any related recognition of the achievement.
- Nomination Deadline: Nominations must be submitted to the appropriate committee chairperson by the respective quarterly end date: September 30, December 31, March 31, and June 30. If the last day of the quarter falls on a weekend or holiday, the due date is the following workday.
- Time Frame: Area Director will review all the work unit nominees and select the recipient. Notification of this selection will be forwarded by e-mail to the Review Committee Chair for consideration with other nominees by the Assistant Secretary for SD Employee of the Quarter.

(D) SD Innovator of the Quarter Award for areas of Strategic Development (Planning; Freight, Logistics, and Passenger Operations; Transportation Technology; and Assistant Secretary)

- Award: Standardized certificate, pre-approved recognition item and submission as the area's nominee for the SD Innovator of the Quarter Award. The area Director is responsible for the design and production of the certificate.
- Frequency: Awarded quarterly to one employee in each area.
- Qualifications: The nominee's innovative idea must have been implemented and assisted the Department in attaining its goals in fulfilling its mission to the State. Consideration should be given to significant contributions to operational effectiveness or efficiency of the Department.
- Documentation: The following documents must be included for this nomination.
 - Online or the Employee Recognition, Form No. 250-000-02, and
 - Documentation by the nominator of the supporting details of the achievement and any related recognition of the achievement.
- Nomination Deadline: Nominations must be submitted to the appropriate committee chairperson by the respective quarterly end date: September 30, December 31, March 31, and June 30. If the last day of the quarter falls on a weekend or holiday, the due date is the following workday.
- Time Frame: Area Director will review all the work unit nominees and select the recipient. Notification of this selection will be forwarded by e-mail to the Review Committee Chair for consideration with other nominees by the Assistant Secretary for SD Innovator of the Quarter.

(E) SD Employee of the Quarter Award

- Award: Gift card valued at \$50.00 and standard certificate. Recipients of the SD Employee of the Quarter award are automatically nominated for the SD Employee of the Year Award.
- Frequency: Awarded quarterly to one employee per recognition program. More than one employee may be awarded during a quarter, but the annual total number of winners may not exceed four.
- Qualifications: The nomination should specifically identify how the nominee(s) action demonstrated being bold, innovative and/or inspirational; provided a tangible or intangible benefit to the Department; and served as an example to others.
- Documentation: The following documents must be included for this nomination.
 - Online or the Employee Recognition, Form No. 250-000-02, and
 - Documentation by the nominator of the supporting details of the achievement and any related recognition of the achievement.
- Nomination Deadline: Nominations must be submitted to the appropriate committee chairperson by the respective quarterly end date: September 30, December 31, March 31, and June 30. If the last day of the quarter falls on a weekend or holiday, the due date is the following workday.
- Time Frame: The Review Committee must submit its recommendations to the Assistant Secretary within 30 days after the nomination due date. After receipt of an approved recommendation, the Review Committee must process the nomination for presentation within 30 days.

(F) SD Innovator of the Quarter Award

- Award: Gift card valued at \$50.00 and standard certificate. Recipients of this award will automatically be eligible for the SD Innovator of the Year Award. An employee may not receive more than one Innovator of the Quarter Award in any one award year.
- Frequency: Awarded quarterly to one employee per recognition program.
- Qualifications: The nominee's innovative idea must have been implemented and assisted the Department in attaining its goals in fulfilling its mission to the State. Consideration should be given to significant contributions to operational effectiveness or efficiency of the Department.
- Documentation: The following documents must be included for this nomination:
 - Online nomination or the Employee Recognition, Form No. 250-000-02, and
 - Documentation by the nominator of the supporting details of the achievement and any related recognition of the achievement.
- Nomination Deadline: Nominations must be submitted to the Appropriate Committee chairperson by the respective quarterly date: September 30, December 31, March 31, and June 30. If the last day of the quarter falls on a weekend or holiday, the due date is the following workday.
- Time Frame: The Review Committee must submit its recommendations to the Assistant Secretary within 30 days after the nomination due date. After receipt

of an approved recommendation, the Review Committee must process the nomination for presentation within 30 days.

(G) Excellence in Teamwork Award

- Award: Each team member will receive a standard certificate. For the purpose of this award, a team is defined as “two or more employees working to accomplish a common goal.”
- Frequency: Awards are reviewed by the Awards Committee and periodically presented by the Assistant Secretary for Strategic Development as warranted. 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 DOT source or a source external to DOT.
- Documentation: Nominations may be made by any DOT employee who has knowledge of facts which support such nomination. The following documents must be included for this nomination:
 - Online nomination or the Employee Recognition, Form No. 250-000-02, and
 - Documentation by the nominator of the supporting details of the achievement and any related recognition of the achievement.

(H) Quality Recognition Award

- Award: Standard certificate. Award may be presented to offices, units, team, or individual in recognition of special quality achievement.
- Frequency: Awards are reviewed by the Review Committee and presented periodically by the Assistant Secretary for Strategic Development 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 DOT or our customers in the form of improved services or by enhancing our transportation system.
- Documentation: Nominations may be made by any DOT employee who has knowledge of facts which support such nominations. The following documents must be included for this nomination:
 - Online nomination or the Employee Recognition, Form No. 250-000-02, and
 - Documentation by the nominator of the supporting details of the achievement and any related recognition of the achievement.

(I) Customer Service Award

- Award: Standard certificate.

- Frequency: Awards are reviewed by the Review Committee and presented periodically by the Assistant Secretary for Strategic Development 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 DOT source, or a source external to DOT (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: Nominations may be made by any DOT employee who has knowledge of facts which support such nominations. The following documents must be included for this nomination:
 - Online nomination or the Employee Recognition, Form No. 250-000-02, and
 - Documentation by the nominator of the supporting details of the achievement and any related recognition of the achievement.

(J) The “RITE” Stuff Award

- Award: Standard certificate.
- Frequency: Awards are reviewed by the Review Committee and presented periodically by the Assistant Secretary for Strategic Development as warranted.
- Qualifications: Recognition for the employees who demonstrate Respect, Integrity, Teamwork, Excellence on a daily basis.
- Documentation: Nominations may be made by any DOT employee who has knowledge of facts which support such nominations. The following documents must be included for this nomination:
 - Online nomination or the Employee Recognition, Form No. 250-000-02, and
 - Documentation by the nominator of the supporting details of the achievement and any related recognition of the achievement.

(K) Instant Recognition Award

- Award: Standard 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 DOT 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 DOT source or a source external to DOT.
- Documentation: A log for documentation of recipients and a brief summary of the accomplishment to be maintained by the work unit SES/SMS manager.

1.4.3 Procurement of Awards

Awards must be purchased and tracked in accordance with Department ***Procedure 250-000-007, Employee Recognition Program.***

1.5 TRAINING

None required.

1.6 FORMS

The preferred method for nomination is the online awards system, however, ***Form 250-000-02, Employee Recognition Nomination Form,*** is available in the Forms Library or from the Agency Awards Coordinator.

Note: Work units may develop local forms as needed.