

Approved:



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Office of Design
Topic No: 625-C09-001-c

OFFICE OF DESIGN EMPLOYEE RECOGNITION PROGRAM

PURPOSE:

To prescribe the Office of Design's employee recognition program process.

AUTHORITY:

Sections 20.23 (4)(a), 334.048(3), 112.194, and 110.1245, Florida Statutes
Employee Recognition Program, Procedure No. 250-000-007
Engineering and Operations Employee Recognition Program, Procedure No. 250-C09-001

SCOPE:

This procedure applies to all Office of Design Career Service, Selected Exempt Service (SES), Senior Management Service (SMS), and Other Personnel Services (OPS) employees.

DEFINITIONS:

Annually – Fiscal Year

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

Director: Director, Office of Design

Work Unit: Roadway Design Office, Structures Design Office, and Production Support Office

Quarterly: 1st: 07/01-09/30; 2nd: 10/01-12/31; 3rd: 01/01-03/31; 4th: 04/01-06/30

1. EMPLOYEE RECOGNITION

1.1 ELIGIBILITY

Awards under this program shall be based on merit of achievements, or for special acts or services in connection with or related to their official employment.

1.2 RECOGNITION ITEMS

Expenditures shall be governed by Florida Statutes as implemented by this procedure, the ***Employee Recognition Program Procedure No.: 250-000-007***, and the ***Engineering and Operations Employee Recognition Program Procedure No: 250-C09-001***.

Awards will consist of certificates or plaques and may include a recognition item. THERE WILL BE NO CASH OR GIFT CARD AWARDS.

Recognition Items must display the FDOT Logo. Examples of recognition items include:

1. Pen Box Set, or Rosewood Business Card Box
2. Women's full zip fleece or Men's Sport Striped Polo shirt (from FDOT Clothesline)

Selection: The Office of Design Awards Committee Administration Assistant will advise an employee receiving an award about the options from which the employee should select.

1.3 OFFICE OF DESIGN AWARDS COMMITTEE

The Office of Design Awards Committee and Chairperson shall be appointed by the Director. The committee shall consist of a minimum of four members, each representing an Office of Design Work Unit. Each member will serve a two year term. Two new members shall be appointed annually and terms may be extended at the discretion of the Director, with the Unit Manager's approval.

1.3.1 Responsibilities

- (a) Establish and maintain an ongoing awareness/education campaign to be presented to all Office of Design work units.
- (b) Make presentations periodically as requested.
- (c) Promote Design's award and recognition efforts via media such as websites, bulletin boards, email and SharePoint.
- (d) Develop a theme and program for the recognition and awards segment of Office of Design events such as **All Design Employees** meetings.
- (e) The committee is responsible for maintaining this procedure.

1.4 AWARDS

- (a) **Work Unit Employee of the Quarter Award**

- Award: Certificate and/or non-cash recognition item of up to \$50 total value presented by the Work Unit Manager. Recipients of this award will automatically be eligible for the Work Unit Employee of the Year Award. An employee may not receive more than one Work Unit Employee of the Quarter Award in any one award year.
- Qualifications: Recipient must have made a significant contribution toward the Work Unit's mission, as defined by Work Unit's Recognition Program.
- Documentation: As required by the Work Unit Manager's established process. The Work Unit Manager shall be responsible for coordinating the purchase of the non-cash award item and/or the design and production of the certificate.

(b) **Work Unit Innovator of the Quarter Award**

- Award: Certificate and/or non-cash recognition item of up to \$50 total value presented by the Work Unit Manager. Recipients of this award will automatically be eligible for the Work Unit Employee of the Year Award. An employee may not receive more than one Work Unit Employee of the Quarter Award in any one award year.
- Qualifications: The nominee's innovative idea must have been implemented and assisted the Office in attaining its goals in fulfilling its mission to the Department. Consideration should be given to significant contributions to operational effectiveness or efficiency of the Office.
- Recipient must have made a significant contribution toward the Work Unit's mission, as defined by Work Unit's Recognition Program.
- Documentation: As required by the Work Unit Manager's established process. The Work Unit Manager shall be responsible for coordinating the purchase of the non-cash award item and/or the design and production of the certificate.

(c) **Work Unit Employee of the Year Award**

- Award: Certificate and/or non-cash recognition item of up to \$75 total value presented by the Work Unit Manager.
- Qualifications: Recipient must have been selected as a Work Unit Employee of the Year during the award year.
- Documentation: As required by the Work Unit Manager's established process. The Work Unit Manager shall be responsible for coordinating the purchase of the non-cash award item and/or the design and production of the certificate. Work Unit Managers shall forward (e-mail recommended) the name of the annual award recipient along with justification presented by the nominator, to the Director no later than July 15, for consideration of the Office of Design Employee of the Year Award.

(d) **Office of Design Employee of the Year Award**

- Award: Certificate and/or non-cash recognition item up to \$100 total value presented by the Director. Recipients of this award will automatically be eligible for the Engineering and Operations Employee of the Year Award.
- Qualifications: Recipient must have been selected as an Office of Design Work Unit Employee of the Year during the award year.
- Documentation: The Director, Office of Design, shall be responsible for coordinating the purchase of the non-cash award item and/or the design and production of the certificate.

(e) **Director's Outstanding Achievement Award**

- Award: This award may be given at any time by the Director to any employee including a manager for outstanding achievement. It will be a certificate and/or non-cash recognition item of up to \$100 total value.
- Qualifications: Recipient must be someone who has gone above and beyond normal job duties making a significant contribution toward the Work Unit's mission, as defined by Work Unit's Recognition Program.
- Documentation: The Director, Office of Design, shall be responsible for coordinating the purchase of the non-cash award item and/or the design and production of the certificate.

1.5 PROCUREMENT OF AWARDS

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

1.6 TRAINING

None

1.7 FORMS

None