

Approved:

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Department of Transportation

EMPLOYEE RECOGNITION PROGRAM

AUTHORITY:

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

SCOPE:

This procedure applies to Department Career Service, Selected Exempt, Senior Management, and Other Personal Services (OPS) employees.

REFERENCES:

Section 110.1245 F.S.

STATEMENT OF POLICY:

It is the policy of the Florida Department of Transportation (Department) to establish an internal awards recognition program that encourages and motivates employees to strive for creativity, superior work results, and higher levels of productivity.

GENERAL:

The Secretary of the Department has assigned responsibility for overall administration of the Employee Recognition Program to the Human Resources Office.

DEFINITIONS:

Department's Awards Coordinator – An employee within the Human Resources Office who coordinates statewide activities for the Recognition Program Review Committees. The Department Awards Coordinator maintains the authorized camera ready plaque and medallion designs.

Pre-approved Recognition Item– A non-cash item of “tangible personal property” authorized by the Secretary, Assistant Secretaries, District Secretaries or Executive Director.

Recognition Program Review Committee (Review Committee) - A group of employees that receives Employee Recognition nominations and formally represents the District, Central Office, or Turnpike Enterprise Recognition Programs (currently, there are twelve approved programs). For the purpose of this procedure, the term Central Office will refer to Engineering and Operations, Finance and Administration, Intermodal Systems Development, and the Secretary’s Office.

Secretary's Award Committee - A five employee committee, appointed by the Secretary that receives the nominations of recipients of the current year Sustained Exceptional Performance Awards and recommends one current recipient for the Secretary's Sustained Exceptional Performance Award, **Appendix 11**. This committee also receives the nominations of recipients of the current year Innovator of the Year Award and recommends one current recipient for the Secretary’s Innovator Award, **Appendix 12**. Both of these awards will be administered through the Department’s Awards Coordinator.

1. EMPLOYEE RECOGNITION PROCESS

- 1.1 Recognition may be bestowed upon eligible employees for their accomplishments, special acts, or services that improve Department operations. Recognition under this program will be based solely on merit of achievements. Accomplishments and contributions must exceed normal expectations to merit an award.

All employees are encouraged to identify and nominate individual employees or groups whose contributions merit special recognition.

- 1.2 Nominations may be made by any Department employee who has personal knowledge of facts that will support such nominations. Nominations must be accompanied by all required documentation to be eligible for consideration.

All nominations must be reviewed by the nominee's immediate supervisor or manager who will indicate if the nomination is supported or unsupported. All nominations, whether supported or unsupported, must be forwarded to the Review Committee for consideration.

- 1.3 This procedure delegates the administration of the Employee Recognition Program to the Secretary, District Secretaries, Assistant Secretaries, and Executive Director of the Turnpike Enterprise. The functions associated with implementing the Employee Recognition Program are the responsibility of the appropriate Review Committee on a fiscal year basis.

- 1.4 Expenditures authorized by this procedure are governed by Florida law. State funds may be expended only for awards established by this procedure and by the District, Central Office, or Turnpike Enterprise Recognition Programs. Awards usually consist of certificates, plaques, gift cards, pre-approved recognition items or medallions. The total value of all components of the award cannot exceed \$100. If a perpetual plaque is displayed, a portion of the \$100 limit may be used toward maintaining the plaque. There will be no cash awards. Soliciting gifts from businesses, vendors, or consultants is not permitted.
- 1.5 Service Recognition acknowledges Department Career Service, Selected Exempt, and Senior Management employees for each increment of five (5) continuous years of satisfactory service to the Department. Service Recognition will be administered by the Human Resources Office. (See Service Recognition, **Appendix 7.**)
- 1.6 Retirement Recognition acknowledges Department Career Service, Selected Exempt, and Senior Management employees at the time of retirement and separation from state government with a certificate in a presentation folder or a plaque for 20+ years. Retirement recognition will be administered by the Human Resources Office.
- 1.7 The Production Support Office will administer the Value Engineering Recognition Awards Program. Administration of the Value Engineering Recognition Awards Program will include the purchasing and funding of recognition items. (For award criteria see **Procedure No. 625-030-002, Value Engineering Program.**)

2. RECOGNITION PROGRAM REVIEW COMMITTEE

A Review Committee, consisting of at least three employees, shall be established by the Secretary, Assistant Secretaries, District Secretaries, and Executive Director. A majority of the Review Committee's members will constitute a quorum. Review Committee members shall represent a cross section of departments and position levels and should serve no longer than a three-year term. Member terms will be staggered to maintain continuity. Members may be reappointed at the discretion of the Secretary, Assistant Secretaries, District Secretaries, or Executive Director.

Each Review Committee shall:

- 2.1 Establish awards specific to the Central Office, District, or Turnpike Enterprise Recognition Program, including peer awards, which foster teamwork and customer service. These awards must be in accordance with this procedure and cannot be named in honor of a current employee or official

- 2.2 Establish, maintain, and publish a procedure which must be in compliance with this procedure and must be approved by the Secretary, Assistant Secretaries, District Secretaries or Executive Director.
- 2.3 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.
- 2.4 Discuss all unsupported nominations with the nominee's immediate supervisor and any higher level authority as necessary.
- 2.5 Notify nominator of the outcome of their nominations.
- 2.6 Provide notice to the public of all Review Committee meetings, at least seven (7) days prior to the date of the meeting. Notice will be made via the Department's Internet, using the Infonet's "Add a Public Announcement" feature. The notice shall include a statement of the general subject matter to be considered.
- 2.7 Within ten (10) 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**.
- 2.8 After the Review Committee makes a recommendation, the respective chairperson shall send it to the Secretary, Assistant Secretaries, District Secretaries, or Executive Director for approval or disapproval.
- 2.9 Process approved recommendations for presentation and contact the nominator and the supervisor of an award winner regarding award presentation.
- 2.10 Purchase gift cards for the Mandatory Awards, listed in section **3.1**, the Optional Historical Awards, listed in section **3.2**, the Innovator of the Quarter Award, **Appendix 18**, and the Employee of the Quarter Award, **Appendix 19**.
- 2.11 Purchase gift cards equaling 2% of its Full Time Employee (FTE) count, to be used for awards established by the Review Committee, described in **2.2**. The amount of each gift card may not exceed \$75.00. The data to determine the employee count will be provided annually by the Human Resources Office prior to the end of each year's award cycle.
- 2.12 Perform necessary administrative duties to include making arrangements for publicity and presentation ceremonies.
- 2.13 Maintain and retain all nominations and other supporting documents for five years or as required by the Department of State records retention schedule.

- 2.14** Establish an awareness or educational campaign to be presented, at least annually, to all units within the respective District, Central Office or Turnpike Enterprise Recognition Program.

3. AWARDS

All awards conveyed under the Employee Recognition Program should be presented in a timely and meaningful manner among peers at the recipients' work units or at a formal meeting. These awards cannot be renamed, nor can the criteria, certificate design, plaque or medallion be changed.

3.1 Mandatory Awards

- (A) Sustained Exceptional Performance Award, **Appendix 1**
- (B) Distinguished Manager Award, honoring Jay W. Brown, **Appendix 2**
- (C) Leader of the Year Award, honoring Ben G. Watts, **Appendix 3**
- (D) Excellence in Diversity Award, **Appendix 4**
- (E) Role Model of the Year Award, honoring Bill Gartner or Dorothy M. Ryan, **Appendix 5**
- (F) Peer Award, **Appendix 6**
- (G) Service Recognition, **Appendix 7**
- (H) Emergency Responder Award, **Appendix 8**
- (I) Innovator of the Year Award, **Appendix 9**
- (J) Employee of the Year Award, **Appendix 10**

Recipients of the current year Sustained Exceptional Performance Award are nominated for the Secretary's Sustained Exceptional Performance Award, **Appendix 11**. Recipients of the current year Innovator of the Year Award are nominated for the Secretary's Innovator Award, **Appendix 12**.

3.2 Optional Historical Awards

- (K) Exceptional Contribution Award, honoring Jon S. Beazley, **Appendix 13**
- (L) Highway Engineering Award, honoring Al C. Church, **Appendix 14**
- (M) Bridge Engineering Award, honoring Bill Dean, **Appendix 15**
- (N) Public Transportation Award, honoring Jack K. Johnson, **Appendix 16**
- (O) Exceptional Service Award, honoring Rolfe Mickler, **Appendix 17**

3.3 Awards Established by a Review Committee

As described in **2.2** and **2.11**, awards may be established by the Review Committee for each of the twelve Recognition Programs and must be documented in the approved procedure. Pre-approved recognition items may be purchased for awards established by the Review Committee, unless a gift card has been designated for

the award. A pre-approved recognition item and a gift card cannot be given to the recipient for the same award.

3.4 Awards Established by the Secretary

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 an inscribed medallion.

- (A) Secretary's Innovation and Efficiency Award
- (B) Secretary's Customer Service Award
- (C) Secretary's Distinguished Public Service Award
- (D) Secretary's Exceptional Performance Award

4. PROCUREMENT OF AWARDS

- 4.1** The PCard or other procurement method may be used to purchase pre-approved recognition items and gift cards administered in compliance with this procedure.
- 4.2** Pre-approved recognition items may be purchased for awards established by this procedure and for awards established by the Review Committee for each of the eleven Recognition Programs. Object code 498200, FLAIR Codes Complete Object Code List, should be used for these purchases.
- 4.3** Gift cards can only be purchased by the Review Committee of the twelve established Recognition Programs. Object code 498000 will be used for these taxable awards. Bulk purchases of gift cards is prohibited; gift cards shall be purchased on an as-needed basis.

Gift cards must be purchased for the Mandatory Awards, listed in section **3.1**, the Optional Historical Awards, listed in section **3.2**, the Innovator of the Quarter Award, **Appendix 18**, and the Employee of the Quarter Award, **Appendix 19**.

Gift cards, equaling 2% of the Full Time Employee (FTE) count for each Recognition Program, may be purchased by the Review Committee for awards established in their procedure.

5. TAX GUIDANCE

Pre-approved recognition items of \$100.00 or less are not taxable. Cash equivalent awards (i.e., gift cards) are considered taxable and subject to all income tax withholding, social security and Medicare taxes. The Department will increase the employee's income by the value of the award and pay the employee's portion of the taxable withholding, so the employee's take home pay is not reduced.

For all cash equivalent awards, each Review Committee must report the following categories: the date the award was presented, first and last name of the recipient, the recipient's People First ID, amount of the award, and award description. Reports must be uploaded to the SharePoint site on or before the 10th of the month following the award presentation. The Office of Comptroller Payroll Section will access the information from the Sharepoint site and record the income and taxes in the payroll system.

6. TRAINING

None

7. FORMS

The forms listed below will be maintained by the Human Resources Office. The following forms are available in the Department's Forms Library:

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

Form No. 250-020-10, Position Description

Form No. 250-000-09, Employee Recognition Program Review Committee Meeting Minutes

APPENDIX 1

SUSTAINED EXCEPTIONAL PERFORMANCE AWARD

AWARD: Gift card valued at \$95.00 and inscribed medallion.

FREQUENCY: Awarded annually to no more than two employees per Recognition Program. Equal consideration should be given to managerial and non-managerial nominees based on the merit of the individual nominations.

QUALIFICATIONS: The nominee must have at least 5 years of continuous sustained superior achievements and performance with the Department prior to the nomination date. The nominee's exceptional performance must have assisted the Department in attaining its goals and fulfilling its mission to the State.

Consideration should be given to significant contributions to work force cohesiveness, pride, morale, or productivity; interpersonal, interagency, or general public communication; operational economies or efficiencies; and environmental working conditions (quality of work life).

In addition to the above criteria, the Review Committee will verify the recommended recipient has not received disciplinary action (written reprimand or above) or a below expectation performance rating for the 5 years prior to the nomination date. Such action or rating will disqualify a nominee for this award.

DOCUMENTATION: The following documents must be included for this nomination:

- a) Employee Recognition, Form No. 250-000-02 or online nomination,
- b) Nominee's Position Description, Form No. 250-020-10, and
- c) Other supporting documentation, as appropriate.

NOMINATION DEADLINE: Nominations must be submitted to the appropriate Review Committee chairperson by June 30. If June 30 falls on a weekend, the due date is the following workday.

TIME FRAME: The Review Committee must submit its recommendations to the Secretary, Assistant Secretaries, District Secretaries, or Executive Director by July 30. If July 30 falls on a weekend, the due date is the following workday.

APPENDIX 2

DISTINGUISHED MANAGER AWARD, honoring Jay Brown

AWARD: Gift card valued at \$95.00 and inscribed medallion.

FREQUENCY: Awarded annually to one employee per Recognition Program.

QUALIFICATIONS: The nominee must be a manager performing managerial job duties in an effective manner. While a nominee may be nominated by a supervisor, peer, or subordinate, nomination by a subordinate is encouraged.

The nominee's performance should clearly demonstrate leadership abilities in successful human resource development, training, upward mobility, Equal Employment Opportunity goal attainment, and other employee development programs while attaining Department goals and objectives within the nominee's assigned area of responsibility.

DOCUMENTATION: The following documents must be included for this nomination:

- a) Employee Recognition, Form No. 250-000-02 or online nomination, and
- b) Other supporting documentation as appropriate.

NOMINATION DEADLINE: Nominations must be submitted to the appropriate Review Committee chairperson by June 30. If June 30 falls on a weekend, the due date is the following workday.

TIME FRAME: The Review Committee must submit its recommendations to the Secretary, Assistant Secretaries, District Secretaries, or Executive Director by July 30. If July 30 falls on a weekend, the due date is the following workday. After receipt of an approved recommendation, the Review Committee must process the nomination for presentation within 30 days.

BACKGROUND OF HONOREE: Jay W. Brown joined the Department in 1935 in Lake City. In 1961 he was appointed Deputy State Highway Engineer and became State Highway Engineer in 1962. He served on the State Board of Engineer Examiners from 1965 to 1967. He was the first Professional Engineer to chair the State Road Board. Following its reorganization in 1969, he assumed the post of Director of Road Operations for the newly created Department of Transportation. He served the Department for 46 years before his retirement in 1981. Brown was the first Floridian to serve on the Transportation Research Board Committee, serving for six years. He also was a member of the Executive Committee of the American Association of State Highway and Transportation Officials for six years.

APPENDIX 3

LEADER OF THE YEAR AWARD, honoring Ben Watts

AWARD: Gift card valued at \$95.00 and inscribed medallion.

FREQUENCY: Awarded annually to one employee per Recognition Program.

Nominations may be made by any Department employee who has personal knowledge of facts that will support such nominations.

QUALIFICATIONS: The nominee must have at least 5 years of continuous service with the Department prior to the nomination date. The nominee must be a manager in senior management service or selected exempt service.

The nominee's performance should clearly demonstrate strong leadership qualities to include, but not limited to, ethical leadership, integrity, and pride while attaining Department goals and objectives. Consideration should be given to leadership contributions which demonstrate integrity, teamwork, excellence, and respect in fulfilling the Department's mission to the State.

DOCUMENTATION: The following documents must be included for this nomination:

- a) Employee Recognition, Form No. 250-000-02 or online nomination, and
- b) Other supporting documentation as appropriate.

NOMINATION DEADLINE: Nominations must be submitted to the appropriate Review Committee chairperson by June 30. If June 30 falls on a weekend, the due date is the following workday.

TIME FRAME: The Review Committee must submit its recommendations to the Secretary, Assistant Secretaries, District Secretaries, or Executive Director by July 30. If July 30 falls on a weekend, the due date is the following workday. After receipt of an approved recommendation, the Review Committee must process the nomination for presentation within 30 days.

BACKGROUND OF HONOREE: A graduate of the United States Military Academy at West Point, New York, Watts continued his military career by serving five years in the U.S. Army Corps of Engineers, with tours of duty in West Germany and South Korea. A Registered Professional Engineer in Florida, Watts joined the Department in 1974. Over the years he served as Assistant District Maintenance Engineer, Assistant District Design Engineer, District Director of Production, District Secretary, and Assistant Secretary for District Operations, and was appointed Secretary of the Department Transportation on December 12, 1989 by Governor Bob Martinez. Watts was retained as Secretary of the Department on January 8, 1991, by Governor Lawton Chiles. After serving for 23 years, Secretary Watts left the Department in 1996.

APPENDIX 4

EXCELLENCE IN DIVERSITY AWARD

AWARD: Gift card valued at \$95.00 and inscribed medallion.

FREQUENCY: Awarded annually to one employee per Recognition Program.

QUALIFICATIONS: The nominee must have clearly demonstrated full support of, and effectiveness in achieving Department Equal Employment Opportunity (EEO), Disadvantaged Business Enterprises (DBE), or Minority Business Enterprise (MBE) objectives in accordance with the Department's Affirmative Action Plan, or DBE or MBE policies.

DOCUMENTATION: The following documents must be included for this nomination:

- a) Employee Recognition, Form No. 250-000-02 or online nomination, and
- b) Other supporting documentation as appropriate.

NOMINATION DEADLINE: Nominations must be submitted to the appropriate Review Committee chairperson by June 30. If June 30 falls on a weekend, the due date is the following workday.

TIME FRAME: The Review Committee must submit its recommendations to the Secretary, Assistant Secretaries, District Secretaries, or Executive Director by July 30. If July 30 falls on a weekend, the due date is the following workday. After receipt of an approved recommendation, the Review Committee must process the nomination for presentation within 30 days.

APPENDIX 5

ROLE MODEL OF THE YEAR AWARD, honoring Bill Gartner or Dorothy Ryan

AWARD: Gift card valued at \$95.00 and inscribed medallion.

FREQUENCY: Awarded annually to one male and one female employee per Recognition Program.

QUALIFICATIONS: The nominee must be recognized as a good role model by his or her peers. Individual accomplishments and contributions as a role model should contribute not only to male or female employees as a class, but also to the Department and the State.

Documentation must include written support from two or more co-workers. The nominator may act as one of the individuals providing written support.

DOCUMENTATION: The following documents must be included for this nomination:

- a) Employee Recognition, Form No. 250-000-02 or online nomination,
- b) Written support from two or more co-workers. The nominator may act as one of the individuals providing written support, and
- b) Other supporting documentation as appropriate.

NOMINATION DEADLINE: Nominations must be submitted to the appropriate Review Committee chairperson by June 30. If June 30 falls on a weekend, the due date is the following workday.

TIME FRAME: The committee must submit its recommendations to the Secretary, Assistant Secretaries, District Secretaries, or Executive Director by July 30. If July 30 falls on a weekend, the due date is the following workday. After receipt of an approved recommendation, the Review Committee must process the nomination for presentation within 30 days.

BACKGROUND OF HONOREE: William "Bill" Gartner, Jr., (deceased), a University of Florida graduate, joined the State Road Department in 1950 as Assistant Maintenance Engineer. He later was named Assistant Project Engineer of Road and Bridge Construction. In 1953 Gartner left the Department, returning to the University of Florida as an instructor until 1956 when he returned to the Department as Assistant Engineer of Research. He was appointed Engineer of Research in 1962 and promoted to Engineer of Materials, Research, and Training in 1965. In January 1967 he was named Deputy State Highway Engineer. In addition to pioneering work in skid resistance testing, he is noted for soil stabilization research and the development of a method of mixing lime into certain types of soil to increase cohesiveness. Gartner retired from the Department in September 1978.

Dorothy M. Ryan, a graduate of the Florida State College for Women, began her career with the Department in 1948 as a draftsman in the Aerial Survey Section of Research and Records. Her supervisor and mentor was Jon S. Beazley. Photogrammetry was a new field for Ryan, one in which she found enjoyable work for more than 30 years until her retirement in 1979. She was the first woman to serve as an engineer supervising a statewide operation, holding the position of State Cartographic Engineer in charge of both county mapping and the State Highway Map.

APPENDIX 6

PEER AWARD

AWARD: Preprinted Certificate.

FREQUENCY: Awards may be presented periodically by any Department employee to another Department employee. An employee may receive more than one Peer Award in any award cycle.

QUALIFICATIONS: Recipient must have performed a service or contribution of value to the "peer" making the presentation. The signature of the nominee's immediate supervisor, which is required on the preprinted certificate, does not signify the award is supported or unsupported, but simply acknowledges that the award is being given.

APPENDIX 7

SERVICE RECOGNITION

AWARD: Department Career Service, Selected Exempt, and Senior Management employees will receive a service pin denoting years of continuous service to the Department in 5-year increments. Employees with 20 years or more of continuous service to the Department also will receive a certificate in a presentation folder.

FREQUENCY: Awarded as each employee attains a 5-year service "benchmark".

QUALIFICATIONS: The recipient must have worked for the Department for the specified period of time.

DOCUMENTATION: Documentation of years of service shall be provided by the Department's computerized personnel records.

APPENDIX 8

EMERGENCY RESPONDER AWARD

AWARD: Standardized certificate.

FREQUENCY: Awards will be presented by the Secretary, Assistant Secretaries, District Secretaries or Executive Director to employees who are designated and deployed to respond to emergencies.

APPENDIX 9

INNOVATOR OF THE YEAR AWARD

AWARD: Gift card valued at \$95.00 and inscribed medallion. Recipients of this award will automatically be eligible for the Secretary's Innovator of the Year Award.

FREQUENCY: Awarded annually to one employee per Recognition Program.

QUALIFICATIONS: Recipient must have been selected as an Innovator of the Quarter in one of the previous four quarters and made a significant contribution toward the Department's mission.

DOCUMENTATION: The following documents must be included for this nomination:

- a) Employee Recognition, Form No. 250-000-02 or online nomination, and
- b) Documentation by the nominator of the supporting details of the achievement and any related recognition of the achievement.

TIME FRAME: The Review Committee must submit its recommendations to the Secretary, Assistant Secretaries, District Secretaries or Executive Director by July 30. If July 30 falls on a weekend, the due date is the following workday. After receipt of an approved recommendation, the Review Committee must process the nomination for presentation within 30 days.

Recipients of the current Innovator of the Year Award are nominated for the Secretary's Innovator Award, **Appendix 12**.

APPENDIX 10

EMPLOYEE OF THE YEAR AWARD

AWARD: Gift card valued at \$95.00 and inscribed medallion.

FREQUENCY: Awarded annually to one employee per Recognition Program.

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. Recipient must have been selected as Employee of the Quarter for one of the previous four quarters.

DOCUMENTATION: The following documents must be included for this nomination:

- a) Employee Recognition, Form No. 250-000-02 or online nomination, and
- b) Other supporting documentation as appropriate.

TIME FRAME: The Review Committee must submit its recommendations to the Secretary, Assistant Secretaries, District Secretaries, or Executive Director by July 30. If July 30 falls on a weekend, the due date is the following workday. After receipt of an approved recommendation, the Review Committee must process the nomination for presentation within 30 days.

APPENDIX 11

SECRETARY'S SUSTAINED EXCEPTIONAL PERFORMANCE AWARD

AWARD: Gift card valued at \$95.00 and inscribed medallion.

FREQUENCY: Awarded annually to one Department employee.

QUALIFICATIONS: The nominee must be a winner of the current year Sustained Exceptional Performance Award.

DOCUMENTATION: The following documents must be included for this nomination:

- a) Employee Recognition, Form No. 250-000-02 or online nomination,
- b) Nominee's Position Description, Form No. 250-020-10, and
- c) Other supporting documentation as appropriate.

NOMINATION DEADLINE: The Department Awards Coordinator will present nominations to the Secretary's Awards Committee by August 15. If August 15 falls on a weekend, the due date is the following workday.

TIME FRAME: The Secretary's Award Committee must submit its recommendation to the Secretary by August 30. If August 30 falls on a weekend, the due date is the following workday.

APPENDIX 12

SECRETARY'S INNOVATOR OF THE YEAR AWARD

AWARD: Gift card valued at \$95.00 and inscribed medallion.

FREQUENCY: Awarded annually to one Department employee.

QUALIFICATIONS: Recipient must have been selected as an Innovator of the Year during the award year and made a significant contribution toward the Department's mission.

DOCUMENTATION: The following documents must be included for this nomination:

- a) Employee Recognition, Form No. 250-000-02 or online nomination,
- b) Nominee's Position Description, Form No. 250-020-10, and
- c) Other supporting documentation as appropriate.

NOMINATION DEADLINE: The Department Awards Coordinator will present nominations to the Secretary's Awards Committee by August 15. If August 15 falls on a weekend, the due date is the following workday.

TIME FRAME: The Secretary's Award Committee must submit its recommendation to the Secretary by August 30. If August 30 falls on a weekend, the due date is the following workday.

APPENDIX 13

EXCEPTIONAL CONTRIBUTION AWARD, honoring Jon S. Beazley

AWARD: Gift card valued at \$95.00 and inscribed medallion.

FREQUENCY: Awarded annually to one employee per Recognition Program.

QUALIFICATIONS: The nominee must be employed at a level below that of director and must have performed an act, service, or deed which improved the efficiency or economy of Department operations and which is beyond the employee's normal assigned duties.

DOCUMENTATION: The following documents must be included for this nomination:

- a) Employee Recognition, Form No. 250-000-02 or online nomination, and
- b) Other supporting documentation as appropriate.

NOMINATION DEADLINE: Nominations must be submitted to the appropriate Review Committee chairperson by June 30. If June 30 falls on a weekend, the due date is the following workday.

TIME FRAME: The committee must submit its recommendations to the Secretary, Assistant Secretaries, District Secretaries, or Executive Director by July 30. If July 30 falls on a weekend, the due date is the following workday. After receipt of an approved recommendation, the Review Committee must process the nomination for presentation within 30 days.

BACKGROUND OF HONOREE: Jon S. Beazley started his career with the Department in 1946, mapping the state for a salary of \$150 per month. He was named State Topographics Engineer before his retirement in 1979. In 1979 Beazley received the first President's Award for Practical Papers at the annual meeting of the American Society of Photogrammetry for an article on perimeter surveying by photogrammetric methods. Beazley was named Engineer of the Year in 1981 by the American Society of Civil Engineers. His many achievements include the computation and writing of the "Plane Coordinate Surveying" paper. He also was co-originator of the photo-based plan sheets and has authored more than 30 professional papers. He was listed in Who's Who in America, Who's Who in Engineering, and Who's Who in the South and Southwest.

APPENDIX 14

HIGHWAY ENGINEERING AWARD, honoring Al C. Church

AWARD: Gift card valued at \$95.00 and inscribed medallion.

FREQUENCY: Awarded annually per Recognition Program. Consideration may be given to two employees when equal effort contributed to the same accomplishment.

QUALIFICATIONS: The nominee must have worked in a capacity considered by professionals to be an engineering or environmental function. The nominee must have contributed to the technology of improved highway planning, design, construction, environment, safety, or maintenance in distinguished service well above and beyond the expectation of satisfactory work performance.

DOCUMENTATION: The following documents must be included for this nomination:

- a) Employee Recognition, Form No. 250-000-02 or online nomination, and
- b) Other supporting documentation as appropriate.

NOMINATION DEADLINE: Nominations must be submitted to the appropriate Review Committee chairperson by June 30. If June 30 falls on a weekend, the due date is the following weekday.

TIME FRAME: The Review Committee must submit its recommendations to the Secretary, Assistant Secretaries, District Secretaries or Executive Director by July 30. If July 30 falls on a weekend, the due date is the following weekday. After receipt of an approved recommendation, the Review Committee must process the nomination for presentation within 30 days.

BACKGROUND OF HONOREE: A Civil Engineering graduate of the University of Florida, Al C. Church (deceased) became a Registered Professional Engineer and a Registered Land Surveyor. He joined the State Road Department in June 1931 in the Final Estimates Section in Tallahassee. In 1937 he was promoted to Project Engineer. In 1946, following five years of World War II service with the U.S. Navy Civil Engineer Corps, he returned to the Road Department where he was promoted to Bridge Construction Engineer in 1947. He later became the first University of Florida graduate to become State Highway Engineer. He retired from the State Road Department in 1962, after 31 years of service. He also served on the State Board of Engineer Examiners, as Chairman of the State Road Arbitration Board and in the National Executive Reserve (Transportation).

APPENDIX 15

BRIDGE ENGINEERING AWARD, honoring Bill Dean

AWARD: Gift card valued at \$95.00 and inscribed medallion.

FREQUENCY: Awarded annually to one employee per Recognition Program. Consideration may be given to two employees when equal effort contributed to the same accomplishment.

QUALIFICATIONS: The nominee must have worked in a capacity considered by professionals to be an engineering or environmental position. The nominee must have contributed to the technology of improved bridge planning, design, construction, environment, safety, or maintenance in distinguished service well above and beyond the expectation of satisfactory work performance.

DOCUMENTATION: The following documents must be included for this nomination:

- a) Employee Recognition, Form No. 250-000-02 or online nomination, and
- b) Other supporting documentation as appropriate.

NOMINATION DEADLINE: Nominations must be submitted to the appropriate Review Committee chairperson by June 30. If June 30 falls on a weekend, the due date is the following weekday.

TIME FRAME: The Review Committee must submit its recommendations to the Secretary, Assistant Secretaries, District Secretaries, or Executive Director by July 30. If July 30 falls on a weekend, the due date is the following weekday. After receipt of an approved recommendation, the Review Committee must process the nomination for presentation within 30 days.

BACKGROUND OF THE HONOREE: William E. "Bill" Dean (deceased) received his degree in Civil Engineering from the University of Florida. He joined the Bridge Division of the State Road Department in 1932. In 1938 he was promoted to Assistant Bridge Engineer in charge of construction and in 1948 to the position of Bridge Engineer where he served until the mid-1950s when he was named Assistant State Highway Engineer. He retired in 1962 and joined a consultant firm. He suffered a fatal heart attack on December 30, 1965, while inspecting the Hathaway Bridge in Panama City. Dean was a pioneer in prestressed concrete construction on Florida bridges in the late 1940's, winning national recognition for his engineering efforts. He was among those instrumental in developing an engineer training program for college graduates within the Department in the late 1950's. In November 1970, Structure "C" of the Sunshine Skyway Bridge was dedicated in his honor and memory.

APPENDIX 16

PUBLIC TRANSPORTATION AWARD, honoring Jack K. Johnson

AWARD: Gift card valued at \$95.00 and inscribed medallion.

FREQUENCY: Awarded annually to one employee per Recognition Program.

QUALIFICATIONS: The nominee must have performed an act, service, or deed or otherwise have made a significant contribution to the enhancement of public transportation, including but not limited to public transportation planning, design, implementation, safety, and education. The nominee must have demonstrated sustained excellence in the performance of duties supporting public transportation.

DOCUMENTATION: The following documents must be included for this nomination:

- a) Employee Recognition, Form No. 250-000-02 or online nomination, and
- b) Other supporting documentation as appropriate.

NOMINATION DEADLINE: Nominations must be submitted to the appropriate Review Committee chairperson by June 30. If June 30 falls on a weekend, the due date is the following weekday.

TIME FRAME: The Review Committee must submit its recommendations to the Secretary, Assistant Secretaries, District Secretaries, or Executive Director by July 30. If July 30 falls on a weekend, the due date is the following weekday. After receipt of an approved recommendation, the Review Committee must process the nomination for presentation within 30 days.

BACKGROUND OF HONOREE: A graduate of the University of Colorado, Jack Johnson (deceased) received an M.S. degree in Transportation Management and Finance. Johnson also graduated from the Naval Post Graduate and Naval Intelligence Schools. Johnson became the manager of the Department's Aviation Office in 1984. His aviation experience included 24 years as a Naval Aviator with qualification in over 20 different aircraft including fixed wing, single and multi-engine prop and jet, and rotary wing aircraft. Additionally, Johnson's background included six years of Operational Test and Development of aircraft systems. He served as a board member of the National Association of State Aviation Officials and was a member of the Aviation Standing Committee for the American Association of State Highway and Transportation Officials.

APPENDIX 17

EXCEPTIONAL SERVICE AWARD, honoring Rolfe Mickler

AWARD: Inscribed plaque. Total value up to \$100.

FREQUENCY: Awarded periodically to one or more employees per Recognition Program.

QUALIFICATIONS: The nominee must be a retiring employee separating from state government, who has been employed by the Department for the last 10 years prior to retirement. The nominee must have made significant contributions to the Department.

DOCUMENTATION: The following documents must be included for this nomination:

- a) Employee Recognition, Form No. 250-000-02 or online nomination, and
- b) Other supporting documentation as appropriate.

BACKGROUND OF HONOREE: Rolfe Mickler (deceased) joined Jacksonville Construction as an inspector for the State Road Department in 1933. In September 1942, he was promoted to Assistant Project Engineer of Construction, advancing to Project Engineer in May 1943, and becoming Senior Project Engineer in October 1947. Mickler entered the maintenance field in June 1950 when he became Maintenance Engineer at Baldwin. In September 1951, he was named Assistant District 2 Maintenance Engineer. He was registered as a Professional Engineer in 1952. In February 1955 Mickler transferred to Tallahassee as Engineer of Maintenance, later being named Assistant State Highway Engineer in January 1963. He retired from the Department as State Maintenance Engineer in November 1972. Two of the many major conveniences to Florida motorists to which Mickler's efforts contributed were: the increased number of improved and pleasant wayside parks on state highways, and the color coding of U.S. route numbers.

APPENDIX 18

INNOVATOR OF THE QUARTER

AWARD: Gift card valued at \$50.00 and standardized certificate. Recipients of this award will automatically be eligible for the 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:

- a) Employee Recognition, Form No. 250-000-02 or online nomination, and
- b) 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 Review Committee 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 all of the nominations immediately to the Secretary, Assistant Secretaries, District Secretaries or Executive Director. Awards will be presented by the District Secretary, Assistant Secretary or Executive Director no later than October 31, January 31, April 30, and July 31.

Recipients of the Innovator of the Quarter award are automatically nominated for the Innovator of the Year Award, **Appendix 9**. Recipients of the current Innovator of the Year Award are nominated for the Secretary's Innovator Award, **Appendix 12**.

APPENDIX 19

EMPLOYEE OF THE QUARTER

AWARD: Gift card valued at \$50.00 and standardized 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.

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:

- a) Employee Recognition, Form No. 250-000-02 or online nomination, and
- b) Other supporting documentation as appropriate.

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 Secretary, Assistant Secretaries, District Secretaries, or Executive Director within 30 days of the nomination due date. After receipt of an approved recommendation, the Review Committee must process the nomination for presentation within 30 days.

Recipients of the Employee of the Quarter award are nominated for the Employee of the Year Award, **Appendix 10**.