

Kansas Department for Aging and Disability Services

Award & Recognition Policy

PURPOSE: Establish an Employee Award and Recognition Program to reward eligible employees or teams of employees for specific achievements that contribute to the agency mission, further the objectives and uphold the values of the Department and the State of Kansas.

ELIGIBILITY: All classified and unclassified employees who are eligible for benefits. Teams and individual employees may be awarded separately, and receipt of one award does not preclude receipt of other awards for *different* recognizable activities. No employee shall be eligible to receive more than one award per category, per year, and the maximum amount of awards that any employee is eligible to receive is \$3,500, pursuant to K.S.A. 75-37,105.

AWARD CATEGORIES

Distinguished Accomplishment: A notable event or achievement that is significant in scope, effort, or impact on government operations or service to citizens.

Meritorious Service: Execution of the duties of the position far beyond the service level commonly expected by the employees' customers that is of great benefit to, or reflects highly on, the agency or the state.

Innovation: Significant process improvement or removal of barriers that prevent improvement of products or services.

Agency Employee of the Quarter: The KDADS employee whose accomplishments were so significant as to be recognized as the Department's Employee of the Quarter.

These optional award categories indicate achievement well beyond the norm. In general, the minimum required level of achievement should not be so high as to be unattainable by employees who are generally recognized as performing in an outstanding manner, nor so low that the awards lose significance by being easily attainable.

PROCESS/PROCEDURES:

1. The Human Resources Coordinator shall be the Department Employee Award and Recognition Program Coordinator (Coordinator).
2. The Employee Award and Recognition Program Selection Committee (Committee) shall consist of the Coordinator, the Special Assistant to the Secretary, Chief Financial Officer, Director of Communications, OAA/SCA Quality Improvement Manager, Quality Assurance Program Manager, and Regional Manager. The Chief Counsel shall be a non-voting member of this Committee. The Committee shall meet on a quarterly basis.

Committee members are excluded from this program.

3. Nominations for recipients of awards shall be submitted on an Employee Award and Recognition Program Nomination Form (per Attachment B) to the Coordinator along with any supporting documentation or information. Such forms may be submitted electronically or via hard copy.
4. The Coordinator will compile all nominations received and shall be responsible for contacting the nominator or the immediate supervisor of the nominee to clarify any questions regarding the nomination or obtain additional information.
5. The Coordinator will present all nominations received and any supporting documentation or information to the Committee, which shall review all nominations and determine which nominees to recommend to the Secretary for Aging and Disability Services. The Chief Counsel or a representative of the KDADS legal team shall insure that the review and selection process is free from abuse and conducted in accordance with objective decision-making procedures.
6. Upon a majority vote of the Committee, the nomination will be forwarded as a recommendation to the Secretary for Aging and Disability Services for final approval. The recommendations will include the type and amount of the award that the Committee deems appropriate. All award categories, other than the Employee of the Quarter, may be awarded with either or both a monetary or nonmonetary award.

7. The Secretary for Aging and Disability Services shall review all recommendations from the Committee. If approved, the nominee shall receive a certificate presented by the Secretary, and shall be recognized in the Department Newsletter in addition to the award that the employee was approved to receive. A picture of the selected Employee of the Quarter nominee will also be taken to be displayed in the lobby of the New England Building alongside a plaque that will display the names of each Employee of the Quarter.
8. All employees who are nominated for an award shall be eligible for consideration as the Department for Aging and Disability Services Employee of the Quarter.
9. The Committee shall review nominations in accordance with the following schedule:
 - Review all nominations submitted from January 1 – March 31 in April, for recognition in May for the 1st Quarter;
 - Review all nominations submitted from April 1 – June 30 in July, for recognition in August for the 2nd Quarter;
 - Review all nominations submitted from July 1 – September 30 in October, for recognition in November for the 3rd Quarter; and
 - Review all nominations submitted from October 1 – December 31 in January, for recognition in February 4th Quarter;
10. The employee selected as the KDADS Employee of the Quarter shall receive a monetary award in the amount of \$750, a certificate presented by the Secretary, recognition in the Department Newsletter, their picture taken to be displayed in the lobby of the New England Building alongside a plaque that will display the names of all each Employee of the Quarter and shall also have the opportunity to meet and have a photograph taken with the Governor.
11. The Coordinator shall maintain a record of nominations received. Committee Records with supporting documentation are confidential and shall be maintained by the Coordinator, the content of which includes outcome of each nominator/nominee.
12. The KDADS Employee Award and Recognition Program shall be supported by moneys appropriated and available for operating expenditures of the agency or from other funding sources as appropriate.
13. All awards and recognition provided under this program shall meet the conditions for a discretionary bonus set out in 29 CFR 778.211 and as such will not need to be reported through the payroll system.
14. The Committee shall be responsible for promoting the program among the KDADS workforce, and periodically evaluating its effectiveness.
15. All Committee members shall maintain the integrity of the process by maintaining strict confidentiality with regard to all matters brought before the Committee.
16. The Secretary for Aging and Disability Services, or the Secretary's designee, will make each award presentation.

Shawn Sullivan
Kansas Department for Aging and Disability Services
Secretary

Date

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Employee Award and Recognition Program Nomination Form

Date:

Nomination ID Number:

<i>Nominee Information</i>	
Name:	Job Title:
Agency:	Division/Unit:
Work Address:	City, State, Zip Code:
Work Phone:	Name of Supervisor:
Nominator Information	
Name:	Relationship to Nominee:
Work Address:	City, State, Zip Code:
Work Phone:	Signature:
<i>Award Categories: Please mark the category for nomination.</i>	
<input type="checkbox"/> Distinguished Accomplishment	<input type="checkbox"/> Meritorious Service
<input type="checkbox"/> Innovation	

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Employee Award and Recognition Program Nomination Form

Please provide an explanation as to why this nominee should be selected for the award category marked above. Also indicate if additional supporting documentation is attached.

Please check if you would like this employee to be considered for the Employee of the Quarter award and provide additional explanation as to why this nominee should be selected above others as the Employee of the Quarter.

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Employee Award and Recognition Program Nomination Form

Program Coordinator Section	
Date Nomination Received:	Date Forwarded to Selection Committee:
Supporting Documentation Attached: Please list below. 	
Program Coordinator Name:	Program Coordinator Signature & Date:
Award given: Yes _____ No _____ If yes, please list award: _____	