



Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

April 20, 2011

GENERAL MANUAL (GM)
360 - PER
AMENDMENT IA40 (Part 414)

SUBJECT: PER – NRCS EMPLOYEE RECOGNITION PROGRAM

Purpose. To provide policy on NRCS Employee Recognition Program disbursement of funds.

Effective Date. April 20, 2011

Contact. If there are questions about the amendment, contact Richard Sims, State Conservationist, at (515) 284-6655, or by e-mail at Richard.Sims@ia.usda.gov.

Filing Instructions. The amendments listed below are hereby canceled and replaced with this amendment.

| <u>Remove</u> | <u>Dated</u> |
|-------------------|---------------|
| Amendment 3, IA55 | July 1980 |
| Amendment IA15 | November 1984 |
| Amendment IA33 | April 1990 |

The current National General Manual Title 360, Part 414, can be accessed on the National Electronic Directives site at <http://policy.nrcs.usda.gov/>.

/s/Richard Sims
State Conservationist

Attachment

GM

Title 360 – Human Resources

Part 414 – NRCS Employee Recognition Program

Subpart A – Introduction

IA414.4 Responsibilities

B. Designated Approving Officials are responsible for:

(1) Disbursement of Iowa NRCS Employee Recognition Program Funding / Authority –

The following procedures will be implemented in order to support the NRCS Employee Recognition Program in Iowa. Early allocation of funding will create more uniformity in the distribution of employee recognition funding based on the percentage of the overall fulltime equivalents (FTEs) within the state and encourage regular recognition of employee contributions through “Extra Effort” and “Spot Awards.”

- The State Conservationist (STC) will determine the budget available for the Iowa NRCS Employee Recognition Program based on allocated funding within 30 days of notification of Iowa’s allocation.
- Employee recognition budget allocations will be computed for each of the five Areas and for the State Office, based on their respective percentage of the total FTEs for the state. Initial allocations will be based on 90-95 percent of the Iowa budget for employee recognition. These funds will be available for each Area and the State Office to recognize the valuable contributions of individuals and groups through monetary awards (including; “Extra Effort Awards,” “Performance Bonus Awards,” “Spot Awards,” and “Suggestion/Invention Awards”) as well as the agency cost of non-monetary awards (including; “Informal Recognition Awards”) (and excluding; “Time Off Awards,” “Honorary Awards,” and “Length of Service Awards”). The remaining 5–10 percent will be held in reserve for secondary allocations that will be based on additional requests, special projects, “Length of Service Awards” and the need for additional non-monetary award items, as approved by the STC.
- The STC will notify the Leadership Team Members regarding the available employee recognition funds, as soon as the funds become available.
- Awards for Leadership Team Members will come from the State Office allocation and the Leadership Team Members will be considered as part of the State Office FTE number.
- Awards for groups that include members from more than one Area will be charged to the Area originating the award.
- Employee recognition (except performance awards) will occur when actions merit throughout the year (budget permitting), ensuring that contributions are recognized in a timely manner, rather than delayed for end of year recognition.
- The Assistant State Conservationists for Field Operations and the STC will each be responsible to conduct employee recognition actions within their budget limitations and according to the provisions outlined in General Manual - Title 360 - Part 414.