

**PART 414 - EMPLOYEE RECOGNITION PROGRAM**

**Subpart A - Introduction**

WA414.5 General Policy

D. Washington State Employee Recognition Committee

- (1) The State Conservationist established the Employee Recognition Committee in March 2004 with a goal to make the process and implementation of the employee recognition program more efficient and equitable.
- (2) The committee consists of two permanent members:
  - a. Human Resources Officer (Chair)
  - b. Management Analyst
  - c. And 4 revolving members:
  - d. One representative from the State Office
  - e. One representative from each Area Office. Preferably one of these representatives will be an Area Conservationist.

The rotating members will each serve a three year term, however, initially, in order to stagger matriculation; one member will serve a two year term, one a three year term and one a four year term.

(3) Charter:

- a. Periodically review and update policy as necessary.
- b. Provide information to supervisors and employees on the use of the employee recognition policy to improve efficiency and effectiveness of the agency.
- c. Develop procedures, ensuring that civil rights guidelines are incorporated, and encouraging fair and equitable application of the policy and procedures.
- d. Make recommendations to the State Conservationist regarding the policies, procedures, nominations and budget.
- e. Monitor usage of the program and provide periodic reports to the State Leadership Team.
- f. Promote employee recognition using written and web-based media, as well as through recognition ceremonies and other innovative means.
- g. Devise and recommend new methods of providing incentive and recognition.
- h. Maintain confidentiality at all times.

(4) Meetings and Communication:

The committee will meet on a regular, periodic basis, at the discretion of the chair, but not less than annually. Additional communication may take place via teleconference and/or written communication. Committee members are authorized travel and per diem as necessary to attend meetings. Times and locations for meetings and conferences will be determined by the Chair, who is also responsible for the agenda and arrangements for the meeting.

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**Subpart B - Monetary Recognition**

**WA414.10 Extra Effort**

**C. Washington State Civil Rights Award.**

An annual award will be presented to an individual or group for extraordinary accomplishments in civil rights and/or outreach. Nominations are submitted to the Chair, Civil Rights Advisory Committee. State Conservationist selects recipient from among eligible nominees. If appropriate, nomination of state level recipient is forwarded to National Headquarters for consideration of national award.

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**Subpart D - Exhibit**

**WA414.30 NRCS Washington Employee Recognition Matrix**

This matrix provides information on the types of recognition, purpose, who can receive, who nominates and approves, minimum and maximum levels of recognition, timeframe(s), and how to process.

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**NRCS WASHINGTON EMPLOYEE RECOGNITION MATRIX**

Form for Recommendation and Approval of Awards is located at <http://dab.nrc.usda.gov/forms/ad287-2.pdf>

<b>AWARD TYPE</b>	<b>PURPOSE</b>	<b>WHO CAN RECEIVE</b>	<b>WHO NOMINATES/ APPROVES</b>	<b>TYPE OF RECOGNITION/ MINIMUM/MAXIMUM</b>	<b>TIMEFRAMES</b>	<b>HOW TO PROCESS</b>
Non-monetary Certificates Letters Thank you	Recognition for a noteworthy contribution	All Federal and non-federal employees and organizations	Any WA State employee	Certificate of Appreciation, Certificate of Merit, Letters of Commendation, and Thank You notes	Process as the purpose occurs.	Issue item to nominee.
Non-monetary Keepsake	Recognition for a specific outstanding accomplishment, such as a superior contribution on a short-term assignment or project, an act of heroism, scientific achievement, major discovery or significant cost savings.	All Federal and non-federal employees, private citizens who contributed to the mission of NRCS	Any WA state employee/ Immediate supervisor of employee nominated (if applicable), SLT member	Must be less than \$251, be of an honorary nature, be able to be worn, displayed, or used in the recipient's work environment, and bear the NRCS logo in a permanent manner.	Process as the purpose occurs.  Do not wait until the end of the fiscal year.	If peer, obtain concurrence from nominee's supervisor (if supervisor nominates, no higher level approval is required). If logo wear, contact Georgia Sormun. If Terryberry, submit nomination to Kathy Randazzo.
Non-monetary Time-off	Recognition for a specific outstanding accomplishment, such as a superior contribution on a short-term assignment or project, an act of heroism, scientific achievement, major discovery or significant cost savings.	All Federal employees	Any WA state employee/ Immediate supervisor of employee nominated, SLT member up to 10 hours; 11 to 40 hours, higher level approval required	Time off of 1 to 40 (80 hours maximum a year) hours and certificate.  Inappropriate for someone in use or lose annual leave category.	Process as the purpose occurs.  Do not wait until the end of the fiscal year.	Fill out AD287-2, obtain concurrence from nominee's immediate supervisor, then submit to SLT level (below 10 hours) or STC (11 to 40 hours), then to HR

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Spot Cash	Recognition of an outstanding job on a project or other one-time achievement	All Federal employees	Any WA state employee/Immediate supervisor of employee nominated; SLT member approves up to \$750	Spot Cash awards less than \$750 will be issued immediately. Minimum \$50/Maximum of \$750.	Process as the purpose occurs.  Do not wait until the end of the fiscal year.	Fill out AD287-2, obtain concurrence from nominee's immediate supervisor, then submit to SLT level for approval then to HR
Other Cash Extra Effort	Recognition of an individual or group who make significant one-time contributions. Given for a specific outstanding accomplishment, such as a superior accomplishment on a short-term assignment or project, an act of heroism, scientific achievement, major discovery or significant cost savings.	All Federal employees	Any WA state employee/Immediate supervisor of employee nominated/SLT approves \$50-\$750; \$751 - \$10,000 STC approves *	\$50 - \$10,000 and certificate. Maximum may not exceed employee's annual salary. See Measurable/Non-Measurable benefits tables.	Process as the purpose occurs.  Do not wait until the end of the fiscal year.	Fill out AD287-2, provide justification for over \$750, obtain concurrence from nominee's immediate supervisor, then submit to SLT (\$750 or less) or STC (\$751 or more) & HR
Performance Cash (Lump Sum)	Recognition of accomplishments that exceed expectations as described in the employee's annual performance plan.	All WA state NRCS employees and FSA employees	Immediate supervisor/SLT Over \$750 must be approved by higher level	Range of bonus: Outstanding: 3% to 10% of pay Exceeds Fully Successful: 1.1% to 2.9% of pay Fully Successful: no bonus to up to 1% of pay	Based on consistently superior performance throughout the year. Process at the end of the fiscal year.	Fill out AD287-2 submit to SLT level (below \$751) or STC (\$751 - \$5000), then to HR who will submit to National level if necessary.
Performance Quality Step Increase (QSI)	Performing at a sustained, high-quality level– can only receive one within 52 weeks	All WA state NRCS employees	Immediate supervisor/STC*	Step increase in pay and certificate.  Inappropriate award for someone at step 10	Process at the end of the fiscal year.	Fill out AD287-2,, submit to STC and HR
Suggestion	Recognize the approval of written suggestions or development of inventions that improve the efficiency or effectiveness of Government operations.	All WA state employees	Any WA state employee/ Immediate supervisor of employee nominated; SLT member up to \$250; \$251- \$ STC *	Range of cash – See Measurable/Non-Measurable benefits tables.		Fill out AD287, Employee Suggestion Form or email, submit to Sherre Copeland.

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Length of Service	Recognize an employee's years of service to the Government	All WA State employees	HR	Certificate at 5 years, then pin and certificate at subsequent 5 years increments (except at 15)	Processed on a quarterly basis	HR issues automatically based on service computation dates. HR provides to recipient's supervisor for presentation.
Washington State Civil Rights Award	Recognizes an employee or a group for extraordinary accomplishments in civil rights and/or outreach	All WA state employees and state partners	Any WA state employee	An award of \$500 will be presented to the individual(s) or group selected by the State Conservationist. State award winners can be nominated for the National Civil Rights Award.	Due each November	Provide a description of involvement beyond required duties and responsibilities, innovation, action outcome and impact on community, agency, and/or state to Civil Rights Advisory Committee Chair
Other	Recognition for various national awards, i.e. Agency Honor Awards, Departmental Honor Awards, Chief's Self-Development; other Federal and External Honor Awards	Dependent upon award	Dependent upon award	Dependent upon award	Dependent upon award	Dependent upon award – see GM guidance

Footnote: **SLT = State Leadership Team** **STC = State Conservationist** \*Employees directly supervised by the STC must have their award approved by one level higher. **HR = Human Resources**