

Title 360 – State Instructions

WEST VIRGINIA INSTRUCTION NO: 360-414, First Edition

Subject PER: Performance Bonus Award Nomination Procedures

WV414 Purpose

The employee performance rating system is designed to describe positive performance with a rating of fully successful, superior or outstanding. Employees should be recognized and nominated for performance of their duties beyond normal expectations. The NRCS Employee Recognition Program information is found at General Manual 360, Part 414.

All award nominations will be made on the Form [AD-287-2](#), Recommendation and Approval of Awards. If you have questions on how to properly fill out this form call the Human Resources section for assistance. **NOMINATIONS WITHOUT THIS FORM WILL NOT BE CONSIDERED.** The form must be completed with the recommended award amount. A citation summarizing the employee's contribution to warrant the award must also be stated. This citation will appear on the award certificate.

If you nominate an employee from outside your work unit the nomination must be sent to that person's supervisor for concurrence before being submitted for approval. Supervisors are to comment on nominations they receive for the purpose of providing clarification and strength to the written justification. If necessary, the employee who made the nomination should be given an opportunity to revise the nomination with the information from the supervisor.

DEADLINES FOR NOMINATIONS

Early Submissions Are Encouraged
Outstanding Rating – 2nd Friday in October
Superior – 3rd Friday in October
Extra Effort – 3rd Friday in October
Spot Awards – Within 30 Days of the Accomplishment -
Throughout the year

LATE NOMINATIONS WILL NOT BE CONSIDERED

The following outline details procedures to follow when recognizing staff members for their excellent accomplishments to the agency mission.

1. PERFORMANCE BONUS AWARDS

A. Outstanding Ratings

- (1) The final decision on the rating will be made by the State Conservationist (STC) prior to any performance discussion with the employee.** Both the supervisor and reviewer must sign the AD-435A, Performance Appraisal.

- (2) Nominations for Performance Bonus Awards for an Outstanding rating can only be received from the employee's supervisor and are approved solely by the STC.
- (3) The Performance Appraisal must document, under the Accomplishments section of the AD-435A and B, how the employee exceeded the standard and must be accompanied by a written recommendation.

The signed AD-435A and the AD-287-2 with appropriate documentation will be submitted to Human Resources for review prior to the STC's signature.

- (4) Prepare and submit to the Human Resources office your nominations for a Performance Bonus Award for an Outstanding rating by the award deadline.

B. Superior Ratings

- (1) Nominations for Performance Bonus Awards for a Superior rating can only be received from the employee's supervisor. Employees may not nominate their supervisor.
- (2) Elements in the Performance Appraisal where the employee has been rated at the "Exceeds" level must be documented under the Accomplishment section of the AD-435A or B.
- (3) The written award justification is to follow the outline provided in General Manual, Part 414, Subpart D, 414.32; insufficient or unclear written justification for the award will not be considered.
- (4) Non-measurable Benefit Scale guidelines are found in General Manual 360, Part 414, Subpart D, 414.31(b).

2. OTHER AWARDS

A. Extra Effort

- (1) This award is for recognizing individuals or groups who make significant one-time contributions to the strategic plan, mission objectives, and goals of the Agency and/or Department.
- (2) Extra Effort Awards may be given 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. The written award justification is to follow the outline provided in General Manual, Part 414, Subpart D, 414.32; insufficient written justification for the award will not be accepted.
- (4) Non-measurable Benefit Scale guidelines are found in General Manual 360, Part 414, Subpart D, 414.31(b).

B. Spot Award

- (1) A spot award provides immediate recognition to individuals or groups of employees. They are to be presented within 30 days of the accomplishments. Such awards are not to be held until the end of the rating period. Nominations that are untimely will not be considered.
- (2) Refer to GM 360, Subpart B, paragraph 414.12 Spot Awards and the corresponding Amendments for procedures.

3. SUBMITTING AWARDS NOMINATIONS:

All nominations are to be received by the Human Resources Section by the deadline date. Early submissions are encouraged. Award nominations will be directed to the appropriate official(s) for consideration.

It is expected that those who make a nomination and those who make comments or recommendations on awards will maintain complete confidentiality. Those employees who are nominated for an award should not be informed of the nomination unless the award is approved and only from their supervisor or other appropriate official.

Be diligent in preparing your nomination. Consider the necessary comment time your nomination will require prior to being received by the Human Resources Office and plan accordingly. The deadline date is to ensure timely preparation and processing of cash awards and equitable consideration of nominations. Late nominations cannot receive consideration.

If you need any clarification of recognition issues, please contact Human Resources for assistance.