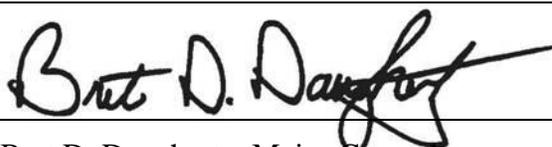




Department Policy No. FIN-116-18

Title:	Employee Recognition Awards
Former Number:	New
Authorizing Source:	RCW 41.60.150 (Recognition Awards)
References:	SAAM 25.30.40b (Fringe Benefits) IRS Publication 15-B (Employer's Guide to Fringe Benefits)
Information Contact:	Chief Financial Officer Building 1 (253) 512-8115
Effective Date:	December 11, 2018
Mandatory Review Date:	December 11, 2022
Revised:	
Approved By:	 Bret D. Daugherty, Major General The Adjutant General Washington Military Department Director

Purpose

The purpose of this policy is to establish an agency-wide employee recognition program with cash awards, and authorize division directors, unit managers, and supervisors to administer employee recognition activities.

Scope

This policy applies to state employees of the Washington Military Department (WMD).

Policy

A. Adjutant General Exceptional Performance Awards

The Adjutant General or their assigned designee may recognize WMD employees who demonstrate excellence in performance, public service, safety, quality, and/or achievement.

1. **Nominations.** Employees, supervisors, managers, and division directors may nominate employees, or groups of employees, for Exceptional Performance Awards. Nominations must be made in writing and submitted to the Chief Financial Officer or their assigned designee. The nomination must include the nominee's name, division, and a narrative justification.
2. **Selection Criteria.** Exceptional Performance Awards may be provided for exceptional performance above and beyond designated duties in support of the agency's mission. Examples of excellent performance include:
 - a. Producing exceptionally high-quality work under tight deadlines.
 - b. Performing additional or emergency assignments in addition to their regular duties.
 - c. Demonstrating exceptional responsiveness in dealing with customers.
 - d. Changing or modifying an operating principle or procedure which improved the value of a product, activity, program or service to the customer.
3. **Award Recipient Selection.** The award review committee will be chaired by the Chief Financial Officer, who will be a non-voting member of the committee unless a tie-breaking vote is needed. The review committee will be comprised of the following members:
 - Chief Financial Officer (Chair and non-voting member)
 - WMD Chief of Staff
 - Communications Director
 - Emergency Management Division Director
 - Construction Facility Maintenance Office Director
 - Chief Information Officer
 - State Human Resources Director
 - Washington Youth Academy Director
 - Intergovernmental Affairs and Policy Director
 - Air Guard Director of Staff
 - Garrison Commander

Substitutes will not be allowed for the selection committee. The committee will meet quarterly to review nominations. At least four voting members of the committee must be present to review and select recommended award recipients.

As part of the review process, the Chief Financial Officer will contact the Human Resources Director to determine if the employee is under any current disciplinary actions; employees subject to current disciplinary action are not eligible to receive a TAG Exceptional Performance Award. The Chief Financial Officer or a delegated committee member will also contact the nominated employee's supervisor and/or other employees as necessary to collect any additional information about the nominated employee's exceptional performance and to validate the merit of the nomination.

The committee will select up to five award recipients per quarter to recommend to the Adjutant General. It is preferable that the recipients be from different divisions within the

agency, but this is not required and will be based on the quality and quantity of the nominees. An employee may not receive a cash or cash equivalent award from the Adjutant General more than once per year.

The Adjutant General will make the final award determination.

4. **Award.** An award may include cash and/or a gift, the value of which may not exceed \$200 per award. Such awards may include, but not be limited to, cash or gift cards, framed certificates, mugs or glassware, pen and desk sets, plaques, pins, clocks and calculators. If an employee is awarded cash or cash equivalent (such as gift cards or gift certificates), the gift is taxable; the Payroll Office will deduct the tax from the employee's paycheck as required by law, at the employee's standard withholding rate.

The total value and quantity of the awards will be based on available resources, as determined by the Adjutant General and the Chief Financial Officer.

5. **Award Presentation.** The Adjutant General, or designee, may present the award to the employee or team at a venue determined most appropriate by the TAG, division director, and/or supervisor. Awards may be presented at TAG quarterly updates, division or office staff meetings, one-on-one, or in any other manner deemed most appropriate by the participants.
6. **Record Keeping.** The Chief Financial Officer, or designee, will be responsible for maintaining program records including nominations, committee recommendations, and awards granted.

B. Additional Employee Recognition Opportunities

1. Employee recognition activities are encouraged. Division directors, unit managers, and supervisors may establish their own formal and informal employee recognition programs.
2. Division directors may authorize gifts as part of an employee recognition program. Gifts may include such items as framed certificates, mugs or glassware, pens and desk sets, plaques, pins, clocks and calculators, but may not include cash or cash equivalent (gift cards or gift certificates). The value of any such gifts must not exceed \$200 per award.