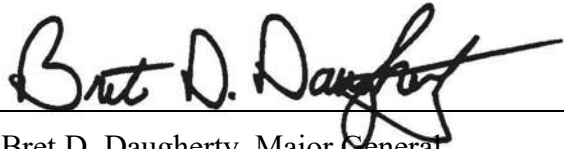




Department Policy No. FIN-116-18

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 1, 2018
Mandatory Review Date:	May 26, 2025
Revised:	May 26, 2021
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. The Adjutant General (TAG) Exceptional Performance Awards

TAG 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. **Performance Period.** Nominations will be due upon the completion of each fiscal quarter and should reflect the employee or team's performance during that quarter.
3. **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.
4. **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 six 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 individual award recipients and one team award recipient per quarter to recommend to TAG. Winners will be recommended based on the information provided in the nomination forms, but the committee members may also use their own personal awareness of and experience with the nominees. An employee may not receive a cash or cash equivalent award from TAG more than once in a rolling 12-month period.

TAG will make the final award determination.

5. **Award.** Individual award winners will receive a cash award of up to \$200 to be added to their paycheck. Per SAAM 25.30.40b (Fringe Benefits), cash and cash equivalent awards are taxable income; the Payroll Office will deduct the tax from the employee's paycheck as required by law, at the employee's standard withholding rate. This award will be paid out of the same funds from which the employee's salary is usually paid. It is the program's responsibility to notify the Payroll Office if this expense needs to be transferred to another fund source.

Team award winners will receive a plaque (valued at up to \$100) and may spend up to \$100 total on an item or items to improve their work environment. Such items may include, but are not limited to, food and non-alcoholic drinks, clothing or accessories, mugs or glassware, furniture, coffee machine or supplies, art, blankets or decor.

The total value and quantity of the awards may be adjusted based on available resources, as determined by TAG and the Chief Financial Officer.

6. **Award Presentation.** TAG, or designee, may present the award to the employee or team at a venue determined most appropriate by 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.
7. **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, flowers, clothing and accessories, food and non-alcoholic drinks, 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.