

**DIRECTIVE NUMBER 300-01-14**

**DATE:** June 30, 2014

**TO:** All Kansas Department of Labor Employees

**FROM:** Lana Gordon, Secretary of Labor

**SUBJECT:** Employee Recognition and Award Program

### **1.0 Purpose**

Our success as an agency depends on each employee providing quality service in a team environment, producing results with cost control, creativity and innovation. Kansas Department of Labor (KDOL) rewards employees who embrace the agency ideals as their own, taking them to the highest personal level possible in job performance. The KDOL Employee Recognition and Award Program is designed to identify individuals who embody excellence. The program provides an employee recognition and award system authorized by K.S.A. 75-37, 105.

### **2.0 Policy**

1. **Eligibility.** All classified and unclassified employees who are eligible for benefits are eligible for awards. No employee shall be eligible to receive more than four awards per year.
2. **Process.** All KDOL employees can nominate a fellow employee who has successfully completed the initial probation period or is a non-probationary employee with at least six months service at KDOL. Nominations may be submitted by anyone with direct knowledge of the outstanding service or event worthy of recognition within six months of the completion of the service or event.
  - a. To nominate someone, complete the *Employee Recognition and Award Program-Nomination* form (KDOL Intranet) and send it to the Human Resources Director, Employee Awards Coordinator, along with any supporting documentation or information. The form may be submitted electronically or via hard copy. Nominations will be considered monthly.
  - b. If the nomination is made by someone other than the supervisor, a copy of the nomination, without the name of the nominator, will be sent to the nominee's immediate supervisor and division director for endorsement. The supervisor is encouraged to attach a letter of support within 10 working days.
  - c. The Coordinator will present all nominations received and any supporting documentation or information to the Committee, which shall review all nominations and determine which nominee to recommend to the Secretary. The Deputy Secretary and Chief Attorney shall ensure that the review and selection process is free from abuse and conducted in accordance with objective decision-making procedures.

- d. The Secretary of Labor shall review all recommendations from the Committee.
- e. All employees who are nominated for an award shall be eligible for consideration as KDOL Employee of the Quarter.
- f. The Committee shall be responsible for promoting the program among the Department of Labor workforce, and periodically evaluating its effectiveness.
- g. All Committee members, as designated by the Kansas Department of Administration, shall maintain the integrity of the process by maintaining strict confidentiality with regard to all matters brought before the Committee.

Employee Award Categories – Awarded monthly:

**Distinguished Accomplishment** – A notable event or achievement that is significant in scope, effort or impact on government operations or service to citizens.

**Meritorious Service** – Execution of the duties of the position far beyond the service level commonly expected by the employee's customers that is a great benefit to, or reflects highly on, the agency or the state.

**Innovation** – Significant process improvement or removal of barriers that prevent improvement of products or services.

**Volunteerism** – Outstanding levels of service outside the normal work hours to a non-profit organization dedicated to service, humanitarian or philanthropic causes.

Monthly Employee Award winners will receive:

- a. A certificate signed by the Secretary.
- b. A monetary award of \$50 that will be paid through the payroll system and included in taxable gross income, and subject to all applicable taxes and employer contributions.
- c. Information on the nominee will be sent to the *Topeka Capital-Journal*, the honoree's local paper and featured in the *Inside Source* staff newsletter.

Employee of the Quarter Program:

One employee will be selected from the monthly award nominations and recognized for his/her efforts for the quarter. The Awards Committee will:

- a. Review all nominations submitted from Jan. 1 to March 31 in April, for recognition in May as the Department Employee of the Quarter for the first quarter.
- b. Review all nominations submitted from April 1 to June 30 in July, for recognition in August as the Department Employee of the Quarter for the second quarter.
- c. Review all nominations submitted from July 1 to Sep. 30 in October, for recognition in November as the Department Employee of the Quarter for the third quarter.

- d. Review all nominations submitted from Oct. 1 to Dec. 31 in January, for recognition in February as the Department Employee of the Quarter for the fourth quarter.

Employee of the Quarter honoree will receive:

- a. A certificate signed by the Secretary.
- b. A monetary award of \$750 that will be paid through the payroll system and included in taxable gross income, and subject to all applicable taxes and employer contributions.
- c. The opportunity to meet and have a photograph taken with the Governor.
- d. Information on the nominee will be sent to the *Topeka Capital-Journal*, the honoree's local paper and featured in the *Inside Source* staff newsletter.

Length of Service Awards:

- a. Staff will be recognized annually to honor Length of Service recognition. Recognition of notable anniversaries in service to the state of Kansas will include 10, 20, 30 and 40-year anniversaries.

### **3.0 Revision History**

3.1 April 2016

3.2 November 2016

*Signature on file*

Lana Gordon, Secretary of Labor

Rescissions:	Expiration Date: Continuous
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