
**Governor's Statewide Employee Recognition Program
State of Ohio Policy and Procedures**

Purpose

The Governor's Award for Employee Excellence is awarded to individual state employees and groups of state employees for work-related achievements. Nominations will be accepted from the director or director's designee of an agency, board or commission. **Each nominee's performance must clearly be beyond that which would be expected from an employee who is fulfilling all the duties and requirements of the job.**

Each nomination must include a clear description of the service, achievement or accomplishment and must be based on one or more of the following criteria:

- The service, achievement or accomplishment must have involved the development of state policy or improved methods or procedures that resulted in significant increased productivity, cost-savings or revenue enhancements, efficiency, or service to the state.
- The service, achievement or accomplishment must have an agency-wide impact, multi-agency or statewide impact.
- The service, achievement or accomplishment must have a significant impact on the general public or the life, safety or property of another (others).
- The service, achievement or accomplishment must have significantly enhanced the image, prestige or effectiveness of the state.

Each employee selected to receive the Governor's Award for Employee Excellence will receive a monetary award of \$100 in the form of a Visa gift card.

Authority

Pursuant to ORC 124.17, the DAS director is authorized to establish a program to recognize exemplary service of state employees. In part, the section states:

In addition to the employees award system, the director may establish a program for the recognition of exemplary performance of employees paid in accordance with Section 124.152 of the Revised Code and those employees listed in divisions (B)(2) and (4) of section 124.14 of the Revised Code. The program may include, but is not limited to, cash awards, additional leave, or other provisions as the director considers appropriate, and the director shall adopt rules in accordance with Chapter 119 of the Revised Code to provide for the administration of the program.

The supporting administrative rules include: OAC 123:1-27-04: General principles of the employee recognition program and OAC 123:1-27-05: Employee recognition award. These rules broadly prescribe the requirements of an employee recognition program for state agencies, boards and commissions.

Roles and Responsibilities

- **Governor.** Participates in recognizing the recipients of the Governor's Award for Employee Excellence.
- **Governor's designee.** Receives and confirms the award recommendations from the selection committee. May also serve as the chair for the selection committee.
- **Selection Committee:** Reviews all nominations received from agencies. Seeks clarification and/or requests additional information regarding nominations, if needed. Provides award finalist recommendations to the Governor's designee. The composition of the selection committee will include representatives from the Governor's office and State agencies. Members will be assigned to serve a two-year term with renewal of members being decided by the Governor's Office. To ensure continuity for the newly established committee, half of the members will be assigned to one-year terms and the balance of members be assigned to two-year terms. DAS will provide support for the selection committee; see DAS Liaison responsibilities below.

The selection committee is expected to meet, at minimum, twice a year, March/April and September/October, to review nominations and to make finalist selections.

After its first year of implementation, DAS and the Selection Committee will evaluate the Governor's Award for Employee Excellence program to identify needed improvements and modifications. Feedback will be sought from the agencies' Award Coordinators. Comments and suggestions received from the award recipients will also be collected through the year and will be considered. DAS will coordinate this annual evaluation.

- **Agency director (or designee):** Establishes and maintains an agency-level recognition program from which selections for the Governor's Award for Employee Excellence are made. Notifies employees and work groups if chosen to receive a Governor's Award for Employee Excellence. Ensures that award recipients are scheduled for and able to attend the award ceremony. It is understood that smaller agencies may not maintain a formal employee recognition program; however, nominations must be approved by the director or director's designee for that agency prior to submittal.

Agencies will need to set-up a custodial process for the gift card in the event a Governor's Award for Employee Excellence recipient is unable to attend the award ceremony.

- **Awards Coordinator:** Each cabinet agency/board or commission is asked to provide a liaison ("awards coordinator") to ensure nominations meet the criteria and have been reviewed by the agencies' human resources department before submitting nominations. The awards coordinator may serve as the Agency director's designee.
- **DAS Liaison:** Supports the selection committee and assists agency award coordinators. Manages receipt of nominations. Organizes and distributes electronic copies of nominees' nomination forms to each selection committee member in advance of the meeting. Schedules committee meetings and notifies members of meeting date, location and time. Provides support,

as needed, before, during and after selection committee meetings. Assists Governor's Office in identifying and securing new members for selection committee when vacancies occur. Assists Governor's office in preparing for and executing the award ceremonies.

- **Nominee:** Nominees are full-time state employees whose agency director (or designee) has deemed them to be candidates for the Governor's Award for Employee Excellence. Nominations will be submitted to the DAS Liaison, reviewed by the Selection Committee from which Finalists will be identified and submitted to the Governor's Office by the DAS Liaison for final approval.

Awards

Each employee selected for the Governor's Award for Employee Excellence will receive a monetary award of \$100 in the form of a Visa gift card and a certificate from the Governor that is suitable for framing. The value of the award may be reassessed annually by the Governor's Office in consultation with the DAS and OBM Directors.

Funding the Awards

Agencies will be responsible for reimbursing DAS for the costs of their employee awards, which includes the face value of the Visa gift card plus card issuer fees. In advance of the recognition event, the agencies will submit to the DAS Liaison, the finalists and nominations intended to receive a Governor's Award for Employee Excellence. DAS will procure the awards (i.e., Visa gift cards) on behalf of the agencies. The Office of Budget and Management will make payment to the vendor. Close to or following the event, DAS will charge each employee's agency by ISTV for the face value of the Visa gift card plus card issuer fees.

Award Eligibility and Restrictions

A state employee or work group of a state agency, board or commission must meet the following criteria to be eligible to receive a Governor's Award for Employee Excellence:

- Be a full-time permanent, non-probationary, bargaining unit or exempt state employee.
- Have received an overall rating of at least satisfactory or the equivalent in the employee's most recent performance review.
- Have no current discipline in employee's personnel file. Agency directors may ask for a waiver of this requirement for extenuating circumstances. The eligibility of such nominations would be considered on a case-by-case basis.

In addition, the following restrictions apply:

- An employee can be nominated multiple times, but should receive only one award (\$100 gift card) in any given 12-month period.
- The members of an agency's selection committee should be ineligible from making nominations or receiving the award during the members' tenure on the committee.

Award Nomination and Selection Process

The nomination and selection process for the Governor's Award for Employee Excellence will be based on the number of full-time permanent employees for each agency, board, or commission. The table found on Appendix *i* lists agencies, boards and commissions in three groups:

- Agencies with more than 1,000 full-time permanent employees are each eligible to submit two nominations – two times a year.
- Agencies with fewer than 1,000 but more than 100 full-time permanent employees are eligible to submit one nomination – two times a year.
- Agencies with fewer than 100 full-time permanent employees are eligible to submit one nomination once annually.

An award may be presented to an individual state employee or a group of state employees.

Submission of Nominations

All documents and forms for the Governor's Award for Employee Excellence can be found at SharePoint site: <https://dasportal.sp.ohio.gov/govAwards>. This site will also support the electronic submission of Finalist nomination forms (and supporting attachments) by award coordinators or designees of agencies with more than 100 employees. Paper copies of nomination form will also be accepted.

Nominations:

- The Governor's Award for Employee Excellence nomination form must be completed and submitted for each finalist. The form seeks basic information about the employee and detailed information that explains and describes the accomplishments achieved by the employee(s). The final section of the nomination form is reserved for completion by the agency's HR Administrator and agency director (or designee) to ensure that the employee is eligible to receive the award.

Selection Process:

- Nominations for the Governor's Award for Employee Excellence are submitted by each agency's award coordinator or designee to the DAS Liaison. The Selection Committee will be responsible for reviewing each Governor's Award for Employee Excellence nomination and for making award recommendations to the Governor's designee.
- The DAS Liaison will submit all nominations to the Governor's Office for final review and concurrence. Upon receipt of the Governor's Office concurrence, the agency award coordinator or director's designee is expected to notify the employee of the award and make plans for that employee to attend the awards ceremony. It is recommended that nominees first be the recipient of an agency-level award.

Selection Criteria:

Examples of evaluation criteria for a nomination could be as follows:

- Supports internal and/or external customers in ways that exceed expectations and result in positive and/or noteworthy outcomes.
- Demonstrates highly effective and/or innovative techniques that inspire and/or lead others to contribute constructively to reaching the desired vision.
- Designs, develops, and/or implements innovative methods or processes that improve or enhance responsiveness and quality.
- Demonstrates superior performance in completing an assignment or special project.
- Identifies improvements to practices, policies, and/or program designs that result in substantial cost savings, cost prevention, and/or revenue enhancement.
- Enhances the image and/or prestige of an agency, the State of Ohio, and/or public services.

Recognition Process/Award Ceremony

The receipt, selection and announcement of awards will occur twice a year. Award ceremonies will be scheduled for 60-90 minutes during Public Service Recognition Week in early May, and then in November, before Thanksgiving. The timelines for submissions and review of nominations and finalists are as follows:

For May Ceremony

Nominations – submit to DAS by March 15

Finalist Nominations to Governor's office by April 2

May awards ceremony – early May during Public Employee Recognition Week

For November Ceremony

Nominations – submit to DAS by September 15

Finalist Nominations to Governor's office by October 8

November awards presentation – mid November before Thanksgiving

The exact time and location will be determined based on the Governor's schedule.

Award: Applying Tax to Employee's Pay

The DAS-HRD Office of HCM and Agency Support will manually add the \$100 to the employee's earnings as supplemental income. DAS will deduct the appropriate taxes from each employee's pay in the same pay period in which the award is received by the employee. The \$100 payment will be reported on the employees' W-2 Wage and Tax Statement because it is compensation to the employee. (IRS Publication 15: Employer's Tax Guide).

Evaluation of the Award Program

DAS and the Selection Committee will evaluate the Governor's Award for Employee Excellence program after its first year of implementation to identify needed improvements and modifications. Feedback will be sought from the agencies' Award Coordinators and from the award recipients. DAS will coordinate this annual evaluation.

Data/Reports

DAS shall serve as the custodian of records for the Governor's Award for Employee Excellence. Information maintained shall include: 1) annual costs of the program, 2) award recipients, 3) ceremony dates and locations.



Director, Ohio Department of Administrative Services

5/3/2012

Effective Date

Policy Issued 3/1/2012

Policy Updated 5/3/2012