Ohio Department of Administrative Services
John Kasich, *Governor*
Robert Blair, *Director*

OhioDAS

State of Ohio Administrative Policy

Governor's Statewide Employee Recognition Program

No:
Human Resources
HR-42

Effective:
May 8, 2015

Issued By:
Robert Blair, Director

1.0 Purpose

The purpose of this policy is to recognize significant work-related achievements by state employees.

2.0 Policy

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 on an ongoing basis. **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 their job.**

2.1 Nomination Criteria

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 improvement to practices, policies, or procedures that resulted in significant increased productivity, substantial cost-savings, cost prevention or revenue enhancements, efficiency, or service to the state.
- The service, achievement or accomplishment must have supported internal and/or external customers in ways that exceed expectations and result in positive and/or noteworthy outcomes.
- The service, achievement or accomplishment must have demonstrated highly effective and/or innovative techniques that inspire and/or lead others to contribute constructively to reaching the desired vision.
- The service, achievement or accomplishment must have involved the design, development, or implementation of innovative methods or processes that improve or enhance responsiveness and quality.

- The service, achievement or accomplishment must have resulted from superior performance in completing an assignment or special project.
- 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 be personally recognized by the Governor and will receive a monetary award of $100 in the form of a Visa gift card.

2.2 Roles and Responsibilities

- **Governor:** Participates in recognizing the recipients of the Governor's Award for Employee Excellence.

- **Governor's designee:** Receives the award recommendations from the selection committee. May also serve as the chair for the selection committee.

- **Selection Committee:** Reviews all nominations. Seeks clarification and/or requests additional information regarding nominations, if needed. Provides 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 serve at the pleasure of the Governor's office. If a member of the selection committee is nominated for a Governor's Award, the member will not be permitted to participate in the committee's discussion or decision regarding the recommendation of such nomination. DAS will provide support for the selection committee; see DAS Liaison responsibilities below.

  DAS and the Selection Committee will periodically evaluate the Governor's Award for Employee Excellence program to identify needed improvements and modifications.

- **Awards Coordinator**: A liaison from each cabinet agency/board or commission whose role is to ensure nominations meet the criteria and have been reviewed by the agency's human resources department before submitting nominations. Notifies recipients of the Governor's Award for Employee Excellence and ensures that award recipients are scheduled for and able to attend the award ceremony.

  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.

- **DAS Liaison:** Supports the selection committee and assists agency awards coordinators. Manages receipt of nominations. Organizes and distributes electronic copies of completed 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 and part-time permanent state employees whose agency director (or designee) has deemed them to be candidates for the Governor's Award for Employee Excellence. Individual employees or work groups may be nominated. If a work group is being nominated it may include employees from multiple agencies. All nominees must have played an integral part of the project for which they are nominated.

2.3 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. The value of the award may be reassessed by the Governor's Office in consultation with the DAS and OBM Directors.

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. 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. DAS will charge each employee's agency by ISTV for the face value of the Visa gift card plus card issuer fees.

The DAS Human Resources Division 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).

2.4 Award Eligibility and Restrictions

To be eligible to receive a Governor's Award for Employee Excellence each individual or member of a work group must meet the following criteria:

- Be a full or part-time permanent, non-probationary, bargaining unit or exempt state employee.
- Have received an overall rating of at least "meets" 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.
- Multi-agency work groups need the concurrence of each employee's agency director.

2.5 Nomination and Selection Process

Individual and group nomination forms for the Governor's Award for Employee Excellence can be found on the DAS HRD/OCB Policy website at http://das.ohio.gov/Divisions/HumanResources/HRDOCBPolicy.aspx. Nominations may be e-mailed to the DAS Liaison at gafee@das.ohio.gov on an ongoing basis. Paper copies of the nomination form will also be accepted and may be mailed to the DAS Liaison at the Department of Administrative Services, 30 East Broad Street, 40th Floor, Columbus, Ohio 43215.

2.5.1 The Governor's Award for Employee Excellence nomination forms must be completed and submitted for each nomination. The forms seek basic information about the employee(s) and detailed information that explains and describes the accomplishments achieved by the employee(s). The front or Section One of the nomination form is reserved for completion by the agency's Human Resources Administrator and agency director (or designee) to ensure that the employee is eligible to receive the award. For a group nomination that includes employees from multiple agencies, each employee's agency must complete this section.

2.5.2 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 office. The selection of the award recipients is at the sole discretion of the Governor's office. The DAS Liaison will notify each nominee's agency after the selections have been finalized by the Governor's office.

2.6 Award Ceremony

The Award Ceremony will occur no more than twice a year. The Ceremony will be coordinated by the DAS Liaison and notification will be provided in advance to agencies and award recipients.

2.7 Data/Reports

DAS shall serve as the custodian of records for the Governor's Award for Employee Excellence.

3.0 Authority

ORC 124.17; OAC 123:1-27-04, 123:1-27-05

4.0 Revision History

Date	Description of Change
05/03/2012	Original policy.
05/07/2015	Policy reissued.
05/01/2016	Scheduled policy review.

5.0 Inquiries

Direct inquiries about this policy to:

Jackie Murray (DAS Liaison)
Director's Office
Ohio Department of Administrative Services
30 East Broad Street, 40th Floor
Columbus, OH 43215

614.466.6511 | gafee@das.ohio.gov

State of Ohio Administrative Policies may be found online at
www.das.ohio.gov/forStateAgencies/Policies.aspx

6.0 Attachments

Attachment 1 – Individual Nomination Form

Attachment 2 – Group Nomination Form

INTERNAL USE ONLY #_____

Governor's Award for Employee Excellence

Individual Nomination Form

The Governor's Award for Employee Excellence recognizes State of Ohio employees for exemplary job performance or service that reflects initiative, leadership, and/or increased efficiency.

PLEASE COMPLETE ALL SECTIONS OF THIS FORM

Nominee must be full or part-time permanent, non-probationary, bargaining unit or exempt state employee.
You may not nominate yourself.

SECTION ONE: NOMINEE INFORMATION

EMPLOYEE NAME:	STATE OF OHIO USER ID #:
JOB TITLE:	
WORK EMAIL:	WORK PHONE:
LIST DATE(S) OF RECOGNITION IN THE PAST 12 MONTHS:	

SECTION TWO: AGENCY AWARDS COORDINATOR INFORMATION

AWARDS COORDINATOR OR DESIGNEE:	STATE OF OHIO USER ID#:
JOB TITLE:	WORK PHONE:
AGENCY NAME:	WORK EMAIL:
AGENCY MAILING ADDRESS:	
WORKING RELATIONSHIP TO NOMINEE:	

SECTION THREE: EMPLOYEE PERFORMANCE AND DISCIPLINE CHECK MUST BE COMPLETED BY HUMAN RESOURCES OFFICE

Employee's Name	Nominated employee has received an overall rating of at least "meets" in the most recent Performance Review.	Date of most recent Performance Review. MM/DD/YY	Does the nominated employee have any active disciplinary action(s)? If so, indicate circumstances of action and associated timeframes(s) for each individual below. *(Attach comments)*
	Yes No		Yes No Comments attached:

SECTION FOUR: SIGNATURES AND SUBMISSION: Agency Human Resources Offices must ensure that all information on the form is complete.

AGENCY NAME

*AGENCY (CENTRAL OFFICE) HUMAN RESOURCES DIRECTOR'S SIGNATURE	PRINTED NAME	DATE
*AGENCY HEAD OR OFFICIAL DESIGNEE SIGNATURE (include title if designee)	PRINTED NAME	DATE

*By my signature inscribed above, I attest that this nomination meets the criteria guidelines and I support this employee's nomination for consideration of the Governor's Award for Employee Excellence.

INTERNAL USE ONLY #_____

SECTION FIVE: DETAILED DESCRIPTION OF THE SERVICE, ACHIEVEMENT OR ACCOMPLISHMENT

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

- Must have involved the development of state policy or improvement to practices, policies, or procedures that resulted in significant increased productivity, substantial cost-savings, cost prevention or revenue enhancements, efficiency, or service to the state.
- Must have supported internal and/or external customers in ways that exceed expectations and result in positive and/or noteworthy outcomes.
- Must have demonstrated highly effective and/or innovative techniques that inspire and/or lead others to contribute constructively to reaching the desired vision.
- Must have involved the design, development, or implementation of innovative methods or processes that improve or enhance responsiveness and quality.
- Must have resulted from superior performance in completing an assignment or special project.
- Must have an agency-wide, multi-agency or statewide impact.
- Must have a significant impact on the general public or the life, safety or property of another (others).
- Must have significantly enhanced the image, prestige or effectiveness of the state.

IMPACT STATEMENT-
Attach any supporting documentation that explains who was positively affected by the nominee's efforts and how they benefitted from these efforts.

NOTE: Include clear, measurable, and verifiable data in your description to support the job-related service, achievement or accomplishment that occurred during the past 12 months. Describe in detail why this nomination is exceptional and worthy of recognition. (*Additional space on next page.)*

INTERNAL USE ONLY #_____

SECTION SIX: **NOMINATION HIGHLIGHTS:** Summarize in three short statements the key points of the job-related service, achievement or accomplishment on which the nomination is based.
PLEASE LIMIT RESPONSES TO THE SPACE PROVIDED.

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Submit completed form to:

DAS Liaison
Department of Administrative Services
30 E. Broad St., 40th Floor
Columbus, OH 43215

gafee@das.ohio.gov

INTERNAL USE ONLY #_____

Governor's Award for Employee Excellence

Group Nomination Form

The Governor's Award for Employee Excellence recognizes State of Ohio employees for exemplary job performance or service that reflects initiative, leadership, and/or increased efficiency.

PLEASE COMPLETE ALL SECTIONS OF THIS FORM

Nominees must be full or part-time permanent, non-probationary, bargaining unit or exempt state employees.
You may not nominate yourself.

SECTION ONE: NOMINEES INFORMATION

PROVIDE INFORMATION FOR EACH GROUP MEMBER

EMPLOYEE NAME:	STATE OF OHIO USER ID#:	AGENCY NAME AND JOB TITLE:	DATE(S) OF RECOGNITION IN THE PAST 12 MONTHS
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

SECTION TWO: AGENCY AWARDS COORDINATOR INFORMATION

AWARDS COORDINATOR OR DESIGNEE:	**STATE OF OHIO USER ID#:**
JOB TITLE:	**WORK PHONE:**
AGENCY NAME:	**WORK EMAIL:**
AGENCY MAILING ADDRESS:	
WORKING RELATIONSHIP TO NOMINEES:	

SECTION THREE: EMPLOYEE PERFORMANCE AND DISCIPLINE CHECK

MUST BE COMPLETED BY HUMAN RESOURCES OFFICE – IF A MULTI-AGENCY NOMINATION EACH NOMINEE'S HOME AGENCY MUST COMPLETE SECTIONS THREE AND FOUR

Employee's Name/Agency Ex: John Doe/JFS	Nominated employee has received an overall rating of at least "meets" in the most recent Performance Review.	Date of most recent Performance Review. MM/DD/YY	Does the nominated employee have any active disciplinary action(s)? If so, indicate circumstances of action and associated timeframes(s) for each individual below. *(Attach comments)*
1.	Yes No		Yes No Comments attached:
2.	Yes No		Yes No Comments attached:
3.	Yes No		Yes No Comments attached:
4.	Yes No		Yes No Comments attached:
5.	Yes No		Yes No Comments attached:
6.	Yes No		Yes No Comments attached:
7.	Yes No		Yes No Comments attached:
8.	Yes No		Yes No Comments attached:

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SECTION FOUR: SIGNATURES AND SUBMISSION: Agency Human Resources Offices must ensure that all information on the form is complete.

AGENCY NAME

*AGENCY (CENTRAL OFFICE) HUMAN RESOURCES DIRECTOR'S SIGNATURE | PRINTED NAME | DATE

*AGENCY HEAD OR OFFICIAL DESIGNEE SIGNATURE (include title if designee) | PRINTED NAME | DATE

*By my signature inscribed above, I attest that this nomination meets the criteria guidelines and I support this employee's nomination for consideration of the Governor's Award for Employee Excellence.

FOR MULTI-AGENCY NOMINATION: Agency Human Resources Offices must ensure that all information on the form is complete.

AGENCY NAME

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FOR MULTI-AGENCY NOMINATION: Agency Human Resources Offices must ensure that all information on the form is complete. (If needed this page may be copied.)

AGENCY NAME

*AGENCY (CENTRAL OFFICE) HUMAN RESOURCES DIRECTOR'S SIGNATURE | PRINTED NAME | DATE

*AGENCY HEAD OR OFFICIAL DESIGNEE SIGNATURE (include title if designee) | PRINTED NAME | DATE

*By my signature inscribed above, I attest that this nomination meets the criteria guidelines and I support this employee's nomination for consideration of the Governor's Award for Employee Excellence.

THIS PAGE MAY BE COPIED IF ADDITIONAL SPACE IS NEEDED.

Submit completed form to:

DAS Liaison
Department of Administrative Services
30 E. Broad St., 40th Floor
Columbus, OH 43215

gafee@das.ohio.gov

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