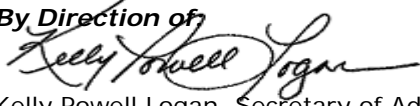
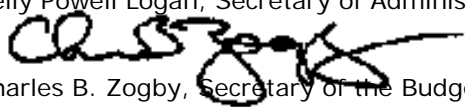


MANAGEMENT DIRECTIVE

Commonwealth of Pennsylvania Governor's Office

Subject: Employee Recognition Program	Number: 505.23 Amended
Date: July 31, 2012	By Direction of  Kelly Powell Logan, Secretary of Administration  Charles B. Zogby, Secretary of the Budget
Contact Agency: Office of Administration, Office for Human Resources Management, Bureau of Workforce Planning and Development, Telephone 717.787.3813 Office of the Budget, Office of Comptroller Operations, Bureau of Planning and Management, Telephone 717.787.6496	

This directive establishes policy, responsibilities, and procedures for employee recognition programs that celebrate the achievements, contributions, and milestones of commonwealth employees. This amendment reorganizes the directive and details the objectives of the program. Marginal dots are excluded due to major changes.

- 1. PURPOSE.** To establish policy, responsibilities, and procedures for employee recognition programs that celebrate the achievements, contributions, and milestones of commonwealth employees.
- 2. SCOPE.** This directive applies to all departments, boards, commissions, and councils (hereinafter referred to as "agencies") under the Governor's jurisdiction.
- 3. OBJECTIVES.**
 - a.** To encourage agencies to implement meaningful and cost-effective recognition programs for employee achievements, contributions, and milestones.
 - b.** To enhance employee morale, motivation, and productivity.
 - c.** To provide guidelines and parameters for implementing an employee recognition program.

4. DEFINITIONS.

- a. **Award Categories.** The type of award granted shall be based on the category and level of recognition. The categories for which awards may be given include:
- (1) **Outstanding Service Achievement.** This award is intended for individuals, teams, groups, or organizations whose work performance is extraordinary and for outstanding achievement or exemplary leadership/service that benefits the agency, community, commonwealth, or nation. This award may be presented to employees whose achievement is noteworthy for significant recognition at the agency level. The outstanding service achievement award may be presented for:
 - (a) Sustained superior work performance resulting in exceptional quality, productivity, cost savings, or creativity.
 - (b) Sustained outstanding supervisory or managerial leadership.
 - (c) Superior performance in completing a special project or assignment.
 - (d) Exceptional performance in responding to an emergency.
 - (e) Significant contribution having an agency or commonwealth-wide impact (e.g., technology, continuity of government operations, enterprise business process reengineering, or reorganization initiative).
 - (f) Development of innovative methods or procedures that results in increased productivity, efficiency, cost savings or cost avoidance, revenue enhancement, or service.
 - (2) **Retirement.** Retirement awards shall be presented to employees for retirement after 15 or more years of service. Retirement for disability after five years of service and retirement for disability resulting from a work-related injury or disease, regardless of the years of service, should also be recognized.
 - (3) **Longevity.** Longevity awards shall be presented to employees for ten years of commonwealth service and for each five year increment thereafter.
- b. **Commonwealth Service.** The number of years the employee worked for the commonwealth based on leave service credit.
- c. **Dignitaries.** Attendees who are essential to the prestige of an employee recognition program awards ceremony. Dignitaries may be commonwealth employees (e.g., agency head) or persons not employed by the commonwealth (e.g., mayor, citizens, head of community group, or other distinguished individuals).

5. POLICY.

- a. Awards must be appropriate to the achievements or reasons for recognition and may be given to individuals, teams, groups, or organizations. Award categories include outstanding service achievement, retirement, and longevity.
- b. Awards must be consistent with collective bargaining agreements with unions representing affected employees.
- c. Awards include, but are not limited to, employee developmental opportunities, privileges, professional memberships or publications, or tangible personal property (e.g., attire, equipment, portfolios, supplies, mementos, photos, plaques).
- d. Cash, bonds, tickets, and other negotiable items may not be awarded.
- e. The cost of awards must be reasonable, directly attributable to the achievements or reasons for recognition, and be a nominal value (not exceeding \$50 per award recipient). Awards must be funded from the agency prescribed operating budget, or from the revenue generated or cost savings achieved by the award recipient, and must be procured in accordance with commonwealth procurement policies and procedures.
- f. Ceremonies shall be held at the discretion of each agency and presided over by an executive level employee.
- g. Ceremony guest lists shall be limited to award recipients, one guest of each award recipient, and dignitaries.
- h. The cost of ceremonies must be reasonable and appropriate to the achievements, reasons for recognition, and size of the agency.
- i. The commonwealth shall not pay for the cost of alcoholic beverages.
- j. Travel and lodging expenses for award recipients and dignitaries must conform to *Management Directive 230.10, Commonwealth Travel Policy and Manual 230.1, Commonwealth Travel Procedures Manual*. Guests of award recipients shall be responsible for their own travel and subsistence expenses.

6. RESPONSIBILITIES.

- a. **Office of the Budget, Office of Comptroller Operations, Bureau of Payable Services** shall ensure agency employee recognition program costs adhere to the policy in this directive and awards are procured in accordance with commonwealth procurement policies and procedures.

b. Office of Administration, Office of Human Resources Management shall:

- (1) Develop policy for the commonwealth's employee recognition programs and coordinate the implementation of such programs on a commonwealth-wide level.
- (2) Act as a consultant to agencies in administering employee recognition program procedures (e.g., nomination process and selection criteria).

c. Agency Head shall:

- (1) Ensure supervisors and managers are aware of their responsibility to recognize outstanding employee achievements, contributions, and milestones.
- (2) Ensure the agency employee recognition program, including awards and ceremonies, complies with this directive and that the quality of the program is maintained.
- (3) Participate, or assign an agency designee to participate in employee recognition programs and ceremonies, as appropriate.

d. Agency Human Resource Director shall:

- (1) Ensure the development and implementation of the agency's employee recognition program, including the nomination process, selection criteria, and administrative procedures.
- (2) Publicize the agency employee recognition program to create an active interest and make employee recognition program policies and procedures available to employees.
- (3) Review nominations and make recommendations in accordance with agency procedures and the policy in this directive.
- (4) Maintain records of employees receiving awards in accordance with *Management Directive 210.5, The Commonwealth of Pennsylvania State Records Management Program*.
- (5) Respond to employee questions regarding the employee recognition program.

e. Managers and Supervisors shall:

- (1) Identify and nominate individuals, teams, groups, or organizations for recognition in the appropriate award category.
- (2) Ensure award nominations are properly documented and include detailed information.

- f. **Employees** shall identify and nominate individuals, teams, groups, or organizations for recognition in the appropriate award category.
- 7. **PROCEDURES.** Agencies are permitted to develop procedures for nominating employees, choosing award recipients, conducting ceremonies, and managing employee recognition programs, consistent with the policy in this directive.

This directive replaces, in its entirety, *Management Directive 505.23*, dated January 23, 2007.