

eLEET: Electronic Laboratory Employee Enrichment Toolkit

**[Name] Laboratory**

**Rewards and Recognition Program**

**\*The Recognition Committee is made up of employees from [fill in]. Members rotate on and off the committee every three years. The Human Resources Unit [or other designee] Representatives serve as permanent members. (Current members: fill in names).**

**Revised (date)**

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# Purpose

Recognition programs are a part of a healthy culture that values staff for the work they accomplish and the ways they effectively work together. A formal reward and recognition program helps to ensure a fair and open process**.**

# Policy

All staff members, regardless of classification, are encouraged to acknowledge excellent performance of co-workers as individuals and as participants in individual or team efforts. The [***name of laboratory***] believes that rewards are more effective when accompanied by recognition and that to be effective; this program must be personally meaningful to the recipient. To increase the effectiveness of the program, [***name of company***] has developed multiple recognition levels and elements within the program in order to be timely, specific, frequent, and as personalized as possible for every employee to participate. The period of recognition is from January 1 to December 31st each year, unless otherwise specified.

While these programs provide a mechanism for recognition, they are not a replacement for acknowledgment by co-workers and supervisors. When opportunities present themselves, acknowledgement with a word of appreciation should always be the minimum standard.

An annual recognition ceremony will (typically) occur during spring each fiscal year for [***company name***].

The purchase of food and beverages for special recognition events must follow [***name of company***] guidelines. Full details of the [***name of company***] policy can be located [***internal electronic location***].

Employer Cash and Non-cash Award Practices must follow [***name of company***] policy. Many employers have a “gift law” or policy in place regarding cash or gift award practices. Please be sure and add specific language your reward and recognition program in order to comply with such policies.

# Governance

The Reward & Recognition Committee is comprised of one Chair and one Co-Chair who are perennial members from [Human Resources or Administrative] areas. The rest of the committee is made up of volunteers who agree to sit for a three year term. The members are represented from a balanced mix of gender, age and job task (i.e., technical & scientific, support, information technology, etc…). The number of committee members depends upon the number of employees served and the complexity of the duties. Duties such as meeting minutes, agenda, procurement of gift cards, planning events, posting nominations, etc… are rotated throughout the year. All activities are tracked in an excel spreadsheet. A staff-wide survey is taken every five years to realign the Reward & Recognition strategic goals and objectives with the laboratory strategic plan, mission, core values and current cultural expectations. An annual budget is prepared for the Director and guidance is given as to future expansion or contraction of the program.

**[*Name of company*] has recognition programs for:**

Years of Service

Applause, Applause - Individual Efforts

Continuous Quality Improvement (CQI)

Onward and Upward

Group Service Award

Integrity & Character Award

Student Achievement Award

Director’s Lifetime Leadership Award

Professional Society Awards

# I. Years of Service Program

Type: Length of Service, Quantitative

This program recognizes the contribution of loyalty and service of [***name of company***] staff, based on their years of employment at the laboratory. This group represents the “memory keepers” of the organization, who truly impact the culture of the organization and serve as informal leaders during times of change.

1. Recognition criteria is based on the length of service from date of hire.
2. These awards are distributed annually to qualifying employees.
3. Gifts are awarded during the annual celebration, endowment recommendations follow:

5 years framed certificate

10 years Engraved pen

15 years Gift of choice selected from catalog (fill in $ value)

20 years Gift of choice selected from catalog (fill in $ value)

25 years Gift of choice selected from catalog (fill in $ value)

30 years Gift of choice selected from catalog (fill in $ value)

1. This program is coordinated by Human Resources (or named designee).

# II. “Applause, Applause” Award (suggestion? $5)

Type: Recognition, Qualitative

This program is designed to recognize individuals for consistent performance and attitude above and beyond the expectations of the person’s job. Recognition is based on outstanding consistent or exceptional service, dedication, or promotion of the mission of [***name of lab***]. Any staff member can receive this award.

1. This award is spontaneous and occurs throughout the year.
2. Recognition is informal and could include, but not be limited to a “thank you” card, a luncheon date, a gift certificate, or lab-based privilege (special parking place).

# III. CQI (Continuous Quality Improvement) Award (suggestion?$35)

Type: Recognition, Quantitative

This program recognizes improvement in performance of a team or individual based on **measurable output parameters**. The primary indicators to be used are quality assurance improvement objectives.

1. Recognition is based on reaching performance thresholds of defined objectives, such as **expense reductions, inventory management, client service enhancements**, broader connectivity and adoption of technology or process changes to improve effectiveness and/or efficiencies. (for example: doubled output, reduced errors, efforts leading to continuous improvement.)
2. Objectives can be developed and implemented by either teams or individuals.
3. Objectives must be submitted to the Recognition Committee.

# IV. Onward and Upward Award (suggestion?$35)

Type: Excellence, Quantitative

This program recognizes a team or individual for outstanding performance and completion of **a major project**. (For example: construction of time saving devise, centennial team planning, collaboration with community project) Recognition is based on project completion within expected time, cost or impact guidelines.

# V. Group Service Award (suggestion?< $5 per person)

Type: Recognition Qualitative

This program is designed to recognize individuals or groups for performing work or projects that go above and beyond “normal duties”, yet enhances the laboratory as an organization.

1. Recognition is based on outstanding consistent or exceptional service, dedication, or promotion of [***name of company***] mission and/or core values. Any group of staff members can receive this award.
2. The recognition award itself should bring the group together to receive it (i.e., pizza party, break time donuts or cookies, a commemorative pin, a challenge coin, etc…)

# Nomination Process for II – V:

1. Any staff member, using appropriate nominations template found at: [see appendix], can place nominations and submit to recognition committee.

2. It is professional courtesy to check with the possible candidate that their nomination is being considered prior to submission of the nomination form and that everyone involved gets recognized.

3. Final decisions for recognition will be weighed against criteria and determined by the Reward & Recognition Committee.

4. Recognition is prompt, ongoing, throughout the year with formal recognition once a year.

5. Recognition could include, but not be limited to: engraved plaque, gift certificate, or something comparable within workplace guidelines.

6. This program is coordinated by [***Human Resources or designated authority***] with presentation by Director or appropriate staff.

# VI. Integrity & Character Award:

Type: Recognition, Quantitative, Surprise

This [***posthumous***] award is to memorialize [***name of person***] who worked in the [name] Laboratory from [***date until date***]. [***Name***] was an exceptional person who went out of [his/her] way to be cheerful, helpful and considerate. This award is given to the individual who demonstrates these same attributes. One who goes above and beyond, but does not necessarily improve a process or complete a major project as required by the CQI and Onward/Upward nominations. The recipient must exemplify: *Commitment*, *Integrity Sincerity, and a Respect for Diversity.*

# VII. Student Achievement Award

Type: Recognition, Quantitative, Surprise

This [***posthumous***] award is to memorialize [***name***] who worked at [***name of company***] from [***dates***]. This award is given to recognize an outstanding intern, academic fellow, grad assistant or student employee in the field of clinical or environmental microbiology, or other laboratory science.

# VIII. Director’s Lifetime Leadership Award

Type: Recognition, Quantitative, Surprise

Award is presented to an individual who has demonstrated a lifetime of achievement and has had a far reaching impact, in accomplishing goals beyond the organizational structure of the laboratory. The individual is considered an “ICON” to the [***name of company***].

# Nomination Process for the awards in sections VI-VIII:

1. Any staff member of the [name of company] may submit a nomination. Nominators must complete the nominationtemplateform located [see appendix]. A separate nomination template is available for each award.
2. The form is to be returned to any member of the Reward and Recognition Committee. Decision for recognition to be determined by the UHL Recognition Committee and or Director.

# X. Other Professional Society Awards (APHL, etc.).

All [***company name***] staff members are encouraged to submit nominations for their colleagues to receive awards of professional recognition. It is professional courtesy to check with the possible candidate that their nomination is being considered prior to submission of the nomination form. Obtain nomination procedures and forms for these awards from the organization.

**Appendix**

Reward and Recognition Nomination

# Applause, Applause Award

[*Insert name*] Laboratory

Person/Group Nominated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time period of Accomplishment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Applause, Applause Award**: **Qualitative and spontaneous**. Recognizable, but not measurable, performance is consistently **above and beyond expectations**, enhancing the quality of workplace.

Support for nomination: Describe how this action/activity goes above and beyond the normal duties of the position.

Nominator(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Required** in case follow up information is needed.

Relationship to person nominated (Coworker, Supervisor, etc.):

Date of nomination:

Please post a copy of this nomination form in the designated area and provide a copy to the Reward and Recognition Committee.

To be completed by Reward and Recognition Committee

Date copy received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Response to nomination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Approved\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reward and Recognition Nomination (dual purpose form)

**CQI**

**or**

**Onward and Upward**

[*Name*] Laboratory

Person/Group Nominated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time period of Accomplishment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
|  | **CQI**: Based on **quantitative** achievement of an **improved process**. Recognizes improvement in performance of a team or individual based on measurable output parameters such as expense reductions, inventory management, client enhancements, etc. |
|  | **OR** |
|  | **Onward and Upward**: Based on **excellence** and/or **quantitative** achievement. Recognizes team or individual for outstanding performance and **completion of a major project**. |

Support for nomination:

Nominator(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Required** in case follow up information is needed.

Relationship to nominated employee (coworker, Supervisor, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of nomination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This section to be completed by Reward and Recognition Committee

Date nomination received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Response to nomination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_­­­­­

**Reward and Recognition Criteria Guidelines**

**For either CQI or Onward Upward nominations**

***Instructions for scoring:*** *Score of 70/100 points necessary to qualify for award.*

1. Does the action **further the mission of the [*company*]** to provide multidisciplinary analytical and diagnostic scientific services, leadership and education to support environmental quality and public health? (20 points)
   * **Yes**
   * No
   * NA
2. Does the accomplishment **go beyond** the scope of the nominee’s **general job description**, as understood by those scoring the nomination? (15 points)
   * **Yes**
   * No
   * NA
3. Does the action **bring in new and/or enhanced revenue** by increasing sample load OR increasing analytical capability OR bring in a new grant/contract? (15 points)
   * **Yes**
   * No
   * NA
4. Does the action **reduce costs** by increasing efficiency (e.g., decrease turn-around time or reduce staff time or reduce infrastructure reliance)? Provide documentation of reduced costs. (15 points)
   * **Yes**
   * No
   * NA
5. Does the action **improve client services in a measurable way** (networking/partnerships/public interaction, etc.)by producing good will with the **external community?** Provide documentation of change.(10 points)
   * **Yes**
   * No
   * NA
6. Does the action create an **educational opportunity for external clients OR internal personnel** (e.g. objectives, improvement for the client)? Provide documentation of time and effort involved. (15 points)
   * **Yes**
   * No
   * NA
7. Does the action improve **internal staff relationships**? If so provide explanation. (10 points)
   * **Yes**
   * No
   * NA

Reward and Recognition Nomination

# Group Service Award

[***Name***] Laboratory

Person/Group Nominated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time period of Accomplishment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Group Service Award**: **Qualitative**

This award is designed to recognize groups for performing service work or projects that go above and beyond “normal duties”, yet enhances the laboratory as an organization and acknowledges the individual’s contribution to community service. Recognizable, but not measurable, performance is **above and beyond expectations**, enhancing the quality of workplace or that with external clients. Any group of staff members can nominate or receive this award. Example: Giving tours, teaching K-12 students, facilitating and participating in outreach training or community service events, etc…

Support for nomination: Describe how this action/activity goes above and beyond the normal duties of the position.

Suggested award activity or event:

Budget information (estimated price, must be < $5/person):

Budget information (estimated total cost for event):

Source of funds (if any):

Nominator(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Required** in case follow up information is needed.

Relationship to person nominated (Coworker, Supervisor, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of nomination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please post a copy of this nomination form in the designated area and provide a copy to the Reward and Recognition Committee.

To be completed by Reward and Recognition Committee

Date copy received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Response to nomination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reward and Recognition Criteria Guidelines for Group Service Award nominations**

***Instructions for scoring:*** *Score of 70/100 points necessary to qualify for award, unless category is deemed not applicable.*

1. Does the action **further the mission of the [company]** to provide multidisciplinary analytical and diagnostic scientific services, leadership and education to support environmental quality and public health? (20 points)
   * **Yes**
   * No
   * NA

2. Does the accomplishment **go beyond** the scope of the nominee’s **general job description**, as understood by those scoring the nomination? (15 points)

* + **Yes**
  + No
  + NA

3. Does the action **bring in new and/or enhanced revenue** by increasing sample load OR increasing analytical capability OR bring in a new grant/contract? (15 points)

* + **Yes**
  + No
  + NA

4. Does the action **reduce costs** by increasing efficiency (e.g., decrease turn-around time or reduce staff time or reduce infrastructure reliance)? Provide documentation of reduced costs. (15 points)

* + **Yes**
  + No
  + NA

5. Does the action **improve client services in a measurable way** (networking/partnerships/public interaction, etc.)by producing good will with the **external community?** Provide documentation of change.(10 points)

* + **Yes**
  + No
  + NA

6. Does the action create an **educational opportunity for external clients OR internal personnel** (e.g. objectives, improvement for the client)? Provide documentation of time and effort involved. (15 points)

* + **Yes**
  + No
  + NA

7. Does the action improve **internal staff relationships**? If so provide explanation. (10 points)

* + **Yes**
  + No
  + NA

Reward and Recognition Nomination

**Integrity & Character Award**

[***Name***] Laboratory

Person Nominated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time period of Accomplishment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| Integrity &Character Award: This award is given to a dedicated individual who goes above and beyond to be cheerful, helpful and considerate to all. The recipient must exemplify: *Commitment*, *Integrity, Sincerity, and a Respect for Diversity.* |

Support for nomination: Include documentation that demonstrates the individual’s Commitment, Integrity, Sincerity and a Respect for Diversity.

Nominator(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Required** in case follow up information is needed.

Relationship to nominated employee (coworker, Supervisor, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of nomination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This section to be completed by Reward and Recognition Committee

Date nomination received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Response to nomination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Integrity and Character Award

Background: This [*posthumous*] award is to memorialize [*fill in*] who worked in the [*fill in*] laboratory from [*fill in*] until [*fill in*]. [*Fill in*] was an exceptional person who went out of his way to be cheerful, helpful and considerate. [*He/she*] was a dedicated employee and friend. This award is given to the individual who demonstrates these same attributes. The recipient must exemplify: *Commitment*, *Integrity, Sincerity, and a Respect for Diversity.*

Eligibility: All current full-time and permanent part-time (50 % time effort or more) staff member, employed for at least one year, is eligible. Staff members nominated previously but not selected, are also eligible.

Nominations: Any staff member of the [name of laboratory] may submit a nomination. Nominators must complete the nomination form, located at: [see appendix]. Nominators need to follow instructions on the form and submit documentation and information about the nominee, which demonstrates extraordinary contribution to the workplace for Commitment, Integrity, Sincerity, and Respect for Diversity. The form can be returned to any member of the Reward and Recognition (RR) committee or can be mailed to the RR mailboxes located in each facility.

Selection: This is not necessarily an annual award. The award will be presented as nominators recognize potential qualified individuals and could be awarded to more than one person in a year, but not more than two individuals in a twelve month period.

***For complete information on all types of nominations visit: [internal electronic location]***

**Criteria Guideline Scoring sheet for the Integrity and Character Award**

**(To be used by RR committee for scoring purposes)**

* Does the person exemplify Commitment? (must provide documentation)
  + By showing dedication to the [company] vision?

⁯ Yes

⁯ No

⁯ NA

* + When undertaking a task does this person guarantee and deliver a final product, or follow through?

⁯ Yes

⁯ No

⁯ Unknown

* + Does this person demonstrate initiative to go above and beyond? (must provide examples)

⁯ Yes

⁯ No

⁯ NA

* Does the person exemplify Integrity?
  + Does this person keep their word? (Is this person honest and truthful when dealing with clientele?)

⁯ Yes

⁯ No

⁯ NA

* + Do they demonstrate quality assurance/quality control in work and adhere to policies?

⁯ Yes

⁯ No

⁯ Unknown

* Does the person exemplify Sincerity?
  + Is this person genuine and unaffected in dealing with others?

⁯ Yes

⁯ No

⁯ NA

* Does person show a Respect for Diversity?
  + Does this person show value for others at all times, regardless of role, race, ethnicity and other opinions and ideas?

⁯ Yes

⁯ No

⁯ NA

* + Does this person show appreciation for others when working in teams, regardless of role, race and ethnicity?

⁯ Yes

⁯ No

⁯ NA

Reward and Recognition Nomination

**Student Achievement Award**

[Name] Laboratory

Person Nominated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time period of Accomplishment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| Student Achievement Award: **This award is given to** **recognize an outstanding intern, fellow, grad assistant or [company name] student employee in the field of clinical or environmental microbiology, or other laboratory science. The recipient must exhibit: *good work ethic; aptitude to learn new skills; good interpersonal and communication skills; completion of goals and assignments; self motivation; organizational skills and accountability.*** |

Support for nomination: Include supporting evidence and information about the nominee, which demonstrates extraordinary contribution to the [*company name*].

Nominator(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Required** in case follow up information is needed.

Relationship to nominated (coworker, Supervisor, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of nomination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This section to be completed by Reward and Recognition Committee

Date nomination received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Response to nomination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_

Reward & Recognition Criteria Guidelines for Student Achievement Award Nominations

Possible 150 points (100 needed for nomination)

* **Work Ethic**: Did the student/ intern demonstrate:
  + Punctuality? (10 points)
* Yes
* No
  + Dependability? (10 points)
* Yes
* No
  + Reliability? (10 points)
* Yes
* No
* **Learning**: Did the student/intern:
  + Learn new skills while working for [name of company]? (15 points)
* Yes
* No
  + Pass competency tests in their department while working at the [name of company]? (10 points)
* Yes
* No
* **People skills**: Did the student/intern have good interrelationships within their department while working at the [name of company]? (15 points)
* Yes
* No
* **Goals**: Did the student/intern accomplish goals and/or fulfill objectives while working at the [name of company]? (15 points)
* Yes
* No
* **Personal drive**: Did the student/intern go above and beyond for the department to accomplish their goals & objectives while working for the [name of company]? (15 points)
* Yes
* No
* Did they demonstrate a willingness to learn and find new information, or do other things? (15 points)
* Yes
* No
* **Rehire eligibility**: Is the student/intern a good candidate for rehire when finishing their schooling? (15 points)
* Yes
* No
* **Organization**: Did student prioritize tasks and projects given and identify plans to complete? (10 points)
* Yes
* No
* **Overall skills**: Did student give presentations, prepare reports, run meetings, adapt to changing responsibilities and demonstrate aptitude for lab work? (10 points)
* Yes
* No

Reward and Recognition Nomination

**Director’s Achievement in Leadership Award**

[*Name*] Laboratory

Individual Nominated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time period of Accomplishment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| Director’s in Achievement Leadership Award: This award is given to recognize a lifetime of achievement. The recipient must have: *had a far reaching impact beyond the organizational structure of the laboratory. and is considered an ICON to the laboratory.* |

Support for nomination: Include supporting evidence and information about the nominee, which demonstrates extraordinary contribution to the workplace.

Nominator(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Required** in case follow up information is needed.

Relationship to nominated (coworker,

Supervisor, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of nomination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This section to be completed by Reward and Recognition Committee and Director

Date nomination received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date forwarded to Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DIRECTOR’S**

**ACHIEVEMENT IN LEADERSHIP AWARD**

**Background**: The Director’s Achievement in Leadership Award is presented to an individual who has demonstrated a lifetime of achievement (*i.e. created learning experiences, mentored, presented, published, built relationships, demonstrated goodwill, participated on and chaired committees)* and whose professional activities have had a far reaching impact, in accomplishing goals beyond the organizational structure of the laboratory. The individual is considered an “icon” to the [***company name***].

Eligibility: All current and former employees of [company name] are eligible, regardless of length of employment, status as bargaining unit or non-bargaining unit, or status as full or part-time. Student employees and interns are not eligible. The Director’s Leadership Award may be given posthumously.

Nominations: Any staff member of the SHL may submit a nomination. Nominators must complete the nomination form, located: [*internal electronic location*]. Nominators need to follow instructions on the form and submit documentation and information about the nominee(s), specifically demonstrating the criteria listed above. Nominators should be prepared to provide additional information if necessary for clarification.

Selection: The Director’s Leadership Award is a discretionary award that may, but need not, be given annually. There may be only one recipient per year. Recognition can occur throughout the year. Nominations are received by the Reward and Recognition committee and given to the Director for final decision.

Award: Recipients are formally recognized at the annual [*company name*] reward and recognition event and receive commendation from the Director.

***For complete information on all types of nominations visit:[internal electronic location].***

Reward & Recognition Criteria Guidelines for Director’s Leadership Achievement Award Nominations

Possible 150 points (100 needed for nomination)

**Created learning experience**:

* Did the individual mentor, train, or otherwise provide a learning opportunity for others? (15 points)
* Yes
* No

**Presentations**:

* Did the individual make presentations on a regular basis? (15 points)
* Yes
* No

**Publications**:

* Did the individual have published works? (20 points)
* Yes
* No

**Relationship Building**:

* Did the individual have a reputation for building positive relationships and good will among peers, both within and outside of the laboratory? (20 points)
* Yes
* No

**Personal Drive**:

* Did the individual go above and beyond to accomplish their goals & objectives while working for the laboratory? (15 points)
* Yes
* No

**Committee Role**:

* Did the individual participate on or chair committees? (cumulative 30 points)
  + - * + Internal committee? (15 points)
* Yes
* No
  + - * + External committees?(15 points)
* Yes
* No

**Overall skills**:

* Was the individual well respected and sought after for information? (15 points)
* Yes
* No

**Distinguished Service to UHL:**

Did the individual devote a significant portion of their professional career (10 years or more) to service at the laboratory? (10 points)

* Yes
* No

**Continuous self improvement and education:**

Did the individual remain on the cutting edge of their respective discipline through continued participation in professional educational programs (could include seminars, conferences, etc.)? (10 points)

* Yes
* No

Reward and Recognition Program:

An Overview

* Years of Service
* Applause, Applause
  + For outstanding and consistent, exceptional service, dedication or promotion of UHL mission.
  + Spontaneous, informal, qualitative.
* CQI (Continuous Quality Improvement)
  + For reaching performance thresholds of defined objectives which improve effectiveness and/or efficiencies of a process.
* Onward/Upward
  + For outstanding team or individual performance on a major project that moves UHL to a higher level.
* Group Service Award
  + For groups who perform work on projects, which are beyond their normal duties and enhance the laboratory as an organization.
* Integrity and Character Award
  + For individuals who practice Commitment, Integrity, Sincerity and Respect for Diversity
* Student Achievement Award
  + For any outstanding intern, fellow, grad assistant, or student employee in the field of clinical or environmental microbiology or laboratory science.

* Director’s Lifetime Leadership Award
* For the recipient who has made a significant lifetime commitment to the organizational structure of the laboratory and considered an icon to the field of environmental public health
* External Partners
  + Acknowledgement of external clients for outstanding contributions.

* Professional Society
  + Nomination to professional societies and associations such as APHL’s Gold Standard Award, Maxson Award, etc…

**Reward & Recognition Distribution and Procurement Procedure**

**Award Distribution from Nominator to Nominee/Recipient**

1. Write up nomination using nomination forms provided
2. Make a copy of the nomination form; one for each nominee/recipient, if more than one is involved. Make additional copy if needed for publication or posting.
   1. Give to one copy to R&R member for processing
   2. Some nominations will be processed through criteria evaluation (as in the case of CQI, Onward & Upward, Student Achievement, Integrity &Character, Director Lifetime Leadership Awards) for later distribution
3. Applause, Applause gift card - acquire immediately- (see **Gift Card Procurement**)
   1. Award the recipient a gift certificate, a copy of the nomination form and the reward card in an envelope. (Include [name of public entity/lab] gift-law policy document that states award stipulations, if any)

4. Track the process

* 1. Log on to [electronic location where R & R process tracking resides]
  2. Fill in information (Nominee’s name, Date Nominated, Nominated by, Date Received, Employee ID, Amount of certificate awarded, gift card purchased from)
  3. Publish or Post the award in [a predestinated place]

**Gift Card Procurement**

1. Obtain procurement/credit card from the R&R assistant.
   1. Go to a local business to obtain gift certificate (some employees want to choose their own gift certificate, others are restricted by company policy, other R&R programs may wish to pre-select a generic gift card and purchase in bulk to have on hand still others make non-monetary gift certificates in the case of special parking space for a week)
      1. $5 value for Applause, Applause
      2. $35 value for CQI or Onward and Upward
2. Attach receipt from purchase of the gift certificates to the print out of the spreadsheet and give to accounting clerk along with the Procurement card.