

 <p style="text-align: center;">STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES</p> <p style="text-align: center;">Policy and Procedure</p>	POLICY AND PROCEDURE NUMBER 02.04.065	PAGE 1 of 2
	EFFECTIVE DATE <p style="text-align: center;">May 6, 2016</p>	
SUBJECT Spirit of One DOT&PF Award	SUPERSEDES New	DATED
CHAPTER Administration	SECTION Workforce Excellence	APPROVED BY Signature on File

PURPOSE

This formalizes the policy and procedure (P&P) of the department on the Spirit of One DOT&PF Award.

POLICY

It is the policy of the Department of Transportation and Public Facilities (DOT&PF) to acknowledge an employee or group of employees who exemplify the department's core values--Integrity, Excellence and Respect and One DOT&PF values--Trust, Teamwork and Results.

In 2015, the Commissioner's Office established the One DOT&PF initiative. The purpose of the initiative was to create an organization for DOT&PF employees to work together that promotes unprecedented collaboration and innovation where people look out for the interests of their team, the department, and their customer (the people of Alaska) before themselves; where individuals from different offices, regions, fields have the opportunity to naturally work, learn and grow together to fulfill the department's mission to "Keep Alaska Moving Through Service and Infrastructure."

PROCEDURE

Nominations for the Spirit of One DOT&PF Award will be submitted on the Spirit of One DOT&PF nomination form (see attachment) available on the intranet site under Workforce Planning or Administrative Services Division, and sent directly to the commissioner's executive secretary.

The commissioner and a team of advisors will review the nomination form for approval and award a certificate to those approved, along with a letter from the commissioner to go in the employee's file. Delivery of the award may vary based on employee location and availability of staff.

ATTACHMENT:

Spirit of One DOT&PF Award Nomination Form

AUTHORITY

Alaska Administrative Manual (AAM) 100.090

IMPLEMENTATION RESPONSIBILITY

The Commissioner, through Division Directors and Section Chiefs, has overall authority to review nominees and make final decision on granting the Spirit of One DOT&PF Award.

DISTRIBUTION

All department employees via the DOT&PF website