

 <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 02.04.070	PAGE 1 of 3
	EFFECTIVE DATE July 30, 2014	
SUBJECT Employee Recognition Program	SUPERSEDES 10-0014 10-0023	DATED June 8, 1979 June 5, 1986
CHAPTER Administration	SECTION Workforce Excellence	APPROVED BY Signature on File

PURPOSE

This formalizes the policy and procedure (P&P) of the department on the Employee Recognition Program.

POLICY

It is the policy of the Department of Transportation and Public Facilities (DOT&PF) to annually recognize and award employees or group of employees for distinguished accomplishments and contributions that advance the department's mission and objectives.

PROCEDURE

Each region/division/section will establish an Award and Recognition Committee to review employee nominees. By the authority of the director of each respective region/division/section, the committee will be comprised of at least three members from each region/division/section with one member established as the Award and Recognition Coordinator. The director will notify the Commissioner's Office of the committee appointees. The Award and Recognition Coordinator's name and contact information will be placed on the Workforce Planning web page. Detailed responsibilities and checklists may be found in the DOT&PF Employee Recognition Guide on the Workforce Planning web page.

Nominations will open from August 1 - September 30 of each year for any employee to nominate a fellow employee for an award. The respective committee shall meet at the end of the nomination period to review all nominations, tally votes and choose award recipients. The respective Award and Recognition Coordinator will verify accuracy of all information contained in the nomination.

The respective committee will review the recommendations and choose the award recipients based on the nominations submitted. The winner of each

region/division/section Employee of the Year award will be automatically eligible for the department Employee of the Year Award, which is issued by the commissioner.

Awards will be presented to recipients annually in the fall by the respective director at a gathering of their peers for recognition.

AWARD CATEGORIES

Below are the possible award types. Not all categories are awarded every year (e.g., Suggestion Award). At a minimum, the Outstanding Employee, Leadership, and Employee of the Year awards should be granted.

Outstanding Employee Award

This award recognizes performance of assigned duties in a: superior manner; exceptional accomplishment or contribution of a specific DOT&PF strategic or performance plan, goal, or objective; or outstanding customer service to clients, public, or co-workers. The activity recognized must be work-related.

Leadership Award

This award recognizes an individual who demonstrates exceptional leadership qualities by: providing professional development to staff; demonstrating the ability to allow all parties' ownership of achievements and accomplishments; showing a passion and commitment to DOT&PF's values, visions and goals; motivating and inspiring employees under supervision or leadership; and serving as a role model of excellence for others to strive toward.

Employee of the Year Award

This award will be determined by the committee of the region/division/system and will be selected from all the nominee forms submitted. The award winner will model and exemplify professionalism and dedication paramount to *Keep Alaska Moving through service and infrastructure*.

Suggestion Award

This award is granted in recognition of a formal suggestion or a proposed solution to a problem that will save money, staff resources, materials, equipment, or supplies that contributes directly to the productivity, economy, efficiency, and effectiveness of carrying out DOT&PF's mission. NOTE: this award may not be granted every year.

Team Achievement Award

This award is granted to a group of employees who have worked together to accomplish a project or task that is worthy of high-level recognition. NOTE: this award may not be granted every year.

AUTHORITY

AAM 100.090

IMPLEMENTATION RESPONSIBILITY

Regional/division directors and system directors/managers

DISTRIBUTION

All department employees via the DOT&PF website