The Rewards & Recognition Process
Formal Recognition and Superior Achievement Awards

Step-by-Step
Latest Revision: June, 2004

This is a working document, a work in process, and will continually be revised as we move further into the program. Please contact us with any questions, recommendations, or change suggestions.

Thank you,
Rewards and Recognition Adv. Council

Responsibilities
Departments
Awards Coordinator
Awards Evaluation Committee
Rewards & Recognition Council

Terminology

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Awards Coordinator

Step 2 Receiving the Nomination Form
Awards Coordinator

Step 3 Initial Processing
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Awards Coordinator

Step 4 Completing Preliminary Information and Forwarding Nomination to AEC
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Step 5 Evaluating Nomination
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Step 12 Productivity Awards
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Step 13 Budget
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RESPONSIBILITIES

Departments

Every department is responsible for establishing, operating, and promoting the Rewards & Recognition Program. Departments should develop their own internal strategies for encouraging employee participation; promoting and actively publicizing the program; and encouraging supervisors and managers to reward and recognize employees through the Rewards & Recognition Program.

Departments have the flexibility to create additional/separate awards categories and criteria within the specified types of awards. However, the Rewards & Recognition objectives, as well as the awards eligibility, nomination procedures, and evaluation procedures must be done pursuant to the guidelines and limits stated herein.

Additionally, departments are responsible for:

- Ensuring that cash awards and other items of recognition shall be paid for from the appropriations available to the department, or from any specific appropriation made for this purpose.
- Appointing and overseeing an Awards Coordinator (department level or service area grouping).
- Appointing and overseeing an Awards Evaluation Committee.
- At the department director’s level, authorizing the disbursement of all awards.

Departmental Awards Coordinators

Each Awards Coordinator shall have the following responsibilities for his/her department/service area’s awards program:

- Serving as the central point for the flow of all rewards activity within his/her respective department or service area.
- Receiving the nominations and conducting an initial review to ensure that the nomination forms are complete and that all necessary information and supporting data have been provided. For those nominations that are incomplete, provide an explanation to the nominator as to the deficiencies and work with the nominators to enhance the eligibility of the nomination.
- Forwarding eligible nominations to the Awards Evaluation Committee for its review and evaluation.
- Routing and tracking all nominations within his/her department/service area.
- Maintaining all departmental budgetary disbursements related to the department/service area’s awards program.
- Documenting all awards activity.
- Reporting to the Department Director and the Rewards and Recognition Advisory Council as requested regarding the status of his/her departmental/service area awards program.
- Responding to employees relative to the status of nominations.
- Providing information and assistance to managers, supervisors, and employees on the REWARDS AND RECOGNITION PROGRAM.
- Recommending suggestions for program improvement to the Rewards and Recognition Advisory Council.
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- Assisting the Awards Evaluation Committee as necessary.
- Assisting the Rewards and Recognition Advisory Council as necessary.

**Departmental Awards Evaluation Committee**

Each departmental or service area Awards Evaluation Committee should consist of five members and have the following responsibilities:

- Appointing a chairperson who will serve as team leader and as a back-up to the department’s Awards Coordinator.
- Evaluating the award nomination relative to the stated performance criteria.
- Verifying and confirming the submitted measurement data.
- Classifying and evaluating the achievement pursuant to the designated awards category performance criteria.
- Identifying and recommending the appropriate award level.
- Submitting its recommendation to the department director for approval and awards distribution.
- Recommending suggestions for program improvement to the department/service area's Award Coordinator.

**Rewards and Recognition Council**

The Rewards and Recognition Advisory Council’s responsibility is to oversee the overall program and provide guidance and direction to departments in the implementation of their programs.

Additionally, the Rewards and Recognition Advisory Council will:

- Meet quarterly to evaluate the PROGRAM and make recommendations for improvement. (Council decides if meeting more frequently is necessary.)
- Oversee the REWARDS AND RECOGNITION PROGRAM's budget expenditures.
- Work with vendors and coordinate the selection and purchase of the PROGRAM’s award materials.
- Work with Human Resources to develop and implement events and celebrations, specifically the Productivity Awards Program.
- Report to the E-Team as requested regarding the status of the REWARDS AND RECOGNITION PROGRAM.
- Make recommendations of new Council members.
- Ensure that the recognition program goals align with the City’s organizational goals.
- Develop measure to evaluate program effectiveness.

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Terminology

1. **FR**: Refers to *Formal Recognition* nominations or awards.
2. **SA**: Refers to *Superior Achievement* nominations or awards.
3. **Nomination**: Achievement information as submitted by the Nominator on an official nomination form.
4. **Green**: Vertical half-sheet used for quick tracking of *Formal Recognition* nominations.
5. **Blue**: Vertical half-sheet used for quick tracking of *Superior Achievement* nominations.
6. **TAF**: *Tracking and Authorization Form* - white form, 3 pages.
7. **Green TAF**: Refers to green vertical half-sheet when attached to the TAF and used for tracking *Formal Recognition* nominations.
8. **Blue TAF**: Refers to blue vertical half-sheet when attached to the TAF and used for tracking *Superior Achievement* nominations.
9. **Tracking Packet**: Includes,
   a. **Green TAF** -or- **Blue TAF**, and
   b. **Nomination** form (including supporting documentation), and
   c. (Eventually) **AEC individual evaluations**.

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Step 1: Awards Coordinator (AC) - Establishing A Filing System for Maintaining Copies of All Nominations

A. The *Awards Coordinator* should keep copies of all *Nominations returned to Nominators* and all *Tracking Packets*.

B. It is suggested that the following be considered as part of the Filing System:

1. A simple log identifying date, name of nominator, name of achievement, and tracking number. (The AC may want to just make a copy of the *Blue* or *Green* form whenever forwarding documentation to the AEC or Department Director.)

2. A separate file for each of the following copies:
   a. *Nominations* being returned to Nominator for additional information.
   b. *Nominations* being returned to Nominator because minimum eligibility criteria was not met.
   c. *Nominations* receiving *FR Awards*.
   d. *Nominations* receiving *SA Awards*.

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Step 2: Awards Coordinator - Receiving the Nomination Form

Timelines: Within *TEN* business days of receiving a *Nomination* from a Nominator, the Awards Coordinator is to review and determine criteria eligibility and forward the *Nomination* to the Awards Evaluation Committee Chairperson.
When the AC Receives a Nomination:

A. Does the Nominator need assistance in compiling the Nomination? If so, the Awards Coordination should do whatever possible to help the Nominator complete the Nomination.

B. Did the Nominator turn in the original and two copies of each Nomination? (Each copy should have complete supporting documentation attached.)

C. Make sure that the Nominator has made a copy for himself/herself.

D. If the Nomination is handwritten, review the entire form.

1. Is the information legible?
   a. If not, and If appropriate, the AC may assist the Nominator in redoing the form.
   b. If not appropriate for the AC to assist, return to Nominator and request the form be typed or printed in readable fashion.
   c. If legible, continue with the next step in the process.

E. Is the Nomination for a Formal Recognition or Superior Achievement Award?

F. PULL THE APPROPRIATE TRACKING FORMS.

1. GREEN TAF for Formal Recognition
2. BLUE TAF for Superior Achievement

G. Once the above has been completed, proceed with Step 2-A or 2-B.

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Step 3-A: AC: Initial Processing – FORMAL RECOGNITION Nominations

A. Tracking # (from database)

1. On the Green form - fill in the Tracking #
2. On Section I of the TAF - fill in the Tracking #
3. On the Nomination - fill in the Tracking #.

B. Nomination: Review the Nominator’s Information: Is it complete?

1. On the back of the Nomination form, review the Nominator’s Information:
   a. Has the Nominator filled in each line with the correct information?
      (1) Nominator’s Name
      (2) Department/Company
      (3) Nominator’s e-mail Address
      (4) Business Address
      (5) Business Telephone Number
      (6) Home Telephone Number
   b. Did the Nominator sign the form?
   c. Did the Nominator fill in the date?
C. **Nomination**: Review the information: Is it complete?

1. Is the *Title of Achievement* identified?

2. Is the *category for the Nomination* identified?  (see back of *Nomination Form*)

3. Is Item #3 completed?
   a. Have the *subjects of the Nomination* (individual’s name, or names of team or partnership members) been identified?
   b. Has the *department* of each individual *subject* been filled in?

4. Has the Nominator responded to Item #4
   a. Has the Nominator filled in the *number of criteria being met*
   b. Refer to the back of the Nomination form
   c. On the back of the form, highlight the number/description(s) of the criteria the Nominator has identified as being met.

   **NOTE**: For Formal Recognition, **Only One Criteria Point Must Be Met.**
   #5 may be completed **OR** #6 may be completed **OR** #7 may be completed.
   Though not required, it may be that two questions (5 and 6, 6 and 7, or 5 and 7) or three questions (5, 6, and 7) are completed.

5. Has the Nominator responded to Item #5?
   a. Did the Nominator *describe how* the employee(s) identified a problem and implemented a solution to the problem or improvement to a process?
   b. Has the Nominator included an adequate *description of the problem and the implemented solution or process improvement*?
   c. Did the Nominator include supporting documentation?
      (1) On the *Nomination form*, circle the applicable response (*yes*  *no*).

6. Has the Nominator responded to Item #6?
   a. Did the Nominator *describe how* the achievement resulted in: cost savings, improved service, increased internal or external customer satisfaction with a service or program, increased operating efficiency, cost avoidance, or the elimination of health and safety hazards?
   b. Did the Nominator include drawings, sample forms, or other information?
      (1) On the *Nomination form*, circle the applicable response (*yes*  *no*).

7. Has the Nominator responded to Item #7?
   a. Did the Nominator *describe how* the achievement reflects an innovation, extra effort, sustained high performance, or exceeded the performance of other employees in similar jobs with the Department and/or City of Tallahassee?

8. Supplemental Documentation: It may be that the Nominator has attached supplemental documentation verifying the achievement. If this is the case, make sure that this documentation is securely bound and attached to the *Nomination*. This supplemental documentation is considered part of the *Nomination*. 
9. If the submission information **is NOT complete**, obtain the information from the Nominator -- or -- return the Nomination to the Nominator and have him/her complete all necessary information and/or attach all relevant supporting documentation.
   a. On the **Green TAF** (before returning the Nomination), record the date the Nomination is being returned to the Nominator for more information.
   b. In the database, record the date that the AC is returning the Nomination to the Nominator for more information.

   **If the information is complete, proceed with the next steps.**

D. Complete the initial information on the Green TAF,

1. On the **Green** form,
   a. Fill in the **Title of Achievement**.
   b. Fill in the **Nominator’s Name**.
   c. Fill in the **Nominator’s Phone Number**.
   d. Fill in the **Date Received by Coordinator**.

2. On **Section I** of the **TAF**, 
   a. Fill in the **Title of Achievement**.
   b. Fill in the **Nominator’s Name**.
   c. Fill in the **Date Received by Coordinator**.
   d. Fill in the **Award Cycle** (quarter/year).

E. **Nomination**: Determine if the Nomination **meets** the minimum eligibility criteria:

1. For **Formal Recognition**, the Nomination must meet at least one performance criteria as identified on the back of the Nomination form.

2. On a broad basis:
   a. Can you identify a problem?
   b. Was a solution implemented?
   c. Is there a description of how it happened?

F. **Nomination**: If the Nomination **DOES NOT MEET** the minimum eligibility criteria:

1. On the **Green** form, 
   a. Enter the date you are returning the Nomination to the Nominator.

2. On **Section I** of the **TAF**, 
   a. Check the line beside the word no (or circle the word no).
   b. Fully explain why the Nomination does not meet the eligibility criteria.
   c. Recommend that the Nominator provide the Nominee with an **Instant Recognition Award**.
   d. Process Immediately:
      (1) As AC, sign your name on the line provided.
      (2) As AC, print your name under your signature.
      (3) Enter the date you are returning the Nomination to the Nominator.
      (4) Return one copy of the Nomination to the Nominator.

3. Before returning the Nomination to the Nominator, the AC should reenter the database and complete all entry information to date.
a. Note that the Nomination is being returned to the Nominator because minimum eligibility criteria has not been met. Explain the reason/s why the Nomination does not meet minimum eligibility criteria.
b. Note the recommendation that the Nominee be presented with an Instant Recognition Award.
c. Enter the date the Nomination is returned to the Nominator.

4. The Awards Coordinator should retain a copy of the Nomination and all supporting documentation. The Green TAF should be attached to the file copy.

G. If the Nomination DOES MEET the Minimum Eligibility Criteria
– Proceed with Step 4

| 10 Days: Nominator >> AC Review/Determine Criteria Eligibility >> AEC |

Step 3-B: AC: Initial Processing – SUPERIOR ACHIEVEMENT

A. Tracking # (from database)

1. On the Blue form - fill in the Tracking #
2. On Section I of the TAF – fill in the Tracking #
3. On the Nomination - fill in the Tracking #

B. Nomination: Review the Nominator’s Information: Is it complete?

1. On the Nomination form, review the Nominator’s Information:
   a. Has the Nominator filled in each line with the correct information?
      (1) Nominator’s Name
      (2) Title
      (3) Department/Company
      (4) Business Address
      (5) Business Telephone Number
      (6) Fax Number
      (7) Nomination Submission Date
   b. Did the Nominator sign the form?
   c. Did the Nominator fill in the date?

C. Nomination: Review the CATEGORY information. Is it complete?

1. Did the Nominator complete only one section of category information?
   a. A - Individual or
   b. B - Team or
   c. C – Partnership

2. Under the selected category, did the Nominator fill in each line with the correct information? [Make sure the information is for the individual/team/partnership completing the achievement – not the Nominator’s information.]
   a. A – Individual Category
      (1) Individual Achievement Title
      (2) Nominee’s Name
      (3) Working Title
      (4) Department/Company
      (5) Telephone Contact Number
b. **B – Team Category**
   1. **Team Achievement Title**
   2. **Number of Employees on the Team Being Nominated**
   3. **The Names, Departments, Working Titles, and Telephone Numbers of each Team member.** *(If more than five members are on the team, a separate sheet should be attached identifying additional Team member information.)*
   4. **Team Contact** *(or Chairperson).*

c. **C – Partnership Category**
   1. **Partnership Achievement Title.**
   2. **Number of Employees in the Partnership Being Nominated**
   3. **The Names, Departments, Working Titles, and Telephone Numbers of each member of the Partnership.** *(If more than five members are in the Partnership, a separate sheet should be attached identifying additional Partnership member information.)*
   4. **Partnership Contact** *(or Chairperson).*

3. Any information not included should be obtained from the Nominator or contact person. The Awards Coordinator may want to wait to get this information until confirmation of meeting eligible criteria has been met.

D. **Nomination:** Review the DOCUMENTATION OF THE ACHIEVEMENT information. Is it complete?

1. Is the date the achievement was implemented filled in?

2. Was the information filled in concerning whether another person not previously mentioned helped to achieve the results?
   a. Was “yes” or “no” checked?
   b. If “yes” was checked, have the name, affiliation, and role information been provided?

E. **Nomination:** Review the Department-Based Performance Criteria *(each of the questions 1 through 6). Each question must be answered completely.*

1. #1 – Did the Nominator **check one of the options** and provide a brief description?

2. #2 – Did the Nominator summarize each of the three points of the achievement?

3. #3 – Did the Nominator **check one or more of the options** and provide a brief description for each one checked?

4. #4 – Did the Nominator describe how the new process is an improvement over the old process?

5. #5 – Did the Nominator provide a detailed description of the net added value to the department?

6. #6 – Did the Nominator describe how the achievement exemplifies an organizational value in fulfillment of the City’s vision and mission?
F. **Nomination:** Review each of the questions 7-15. Responses to these questions are NOT required for *Superior Achievement Award* eligibility, but may be completed if applicable to enhance the *Nomination*'s net added value and show a broader community-wide impact.

G. **Nomination:** Supplemental Documentation

1. It may be that the Nominator has attached supplemental documentation verifying the achievement. If this is the case, make sure that this documentation is securely bound and attached to the *Nomination*. This supplemental documentation is considered part of the *Nomination*.

H. If the submission information is **NOT complete**, obtain the information from the Nominator, Supervisor, or other knowledgeable individual -- or -- return the *Nomination* to the Nominator and have him/her complete all necessary information.

*If the information is complete, proceed with the next steps.*

I. **Complete the initial information on Section I of the Blue TAF.**

1. On the **Blue** form,
   a. Fill in the *Title of Achievement*.
   b. Fill in the *Nominator's Name*.
   c. Fill in the *Nominator's Phone Number*.
   d. Fill in the *Date Received by Coordinator*.

2. On **Section I** of the TAF,
   a. Fill in the *Title of Achievement*.
   b. Fill in the *Nominator’s Name*.
   c. Fill in the *Date Received by Coordinator*.
   d. Fill in the *Award Cycle* (quarter/year).

J. **Nomination:** Determine if the *Nomination* meets the minimum eligibility criteria:

1. For *Superior Achievement*, the achievement **must meet all questions #1 through #6 of the department-based performance criteria.**

K. **Nomination:** If the *Nomination* **DOES NOT MEET** the minimum eligibility criteria:

1. On **Section I** of the TAF,
   a. Check the line beside the word *no* (or circle the word *no*).
   b. Fully explain why the *Nomination* does not meet the eligibility criteria for a *Superior Achievement Award,*
   c. Review to determine if the *Nomination* meets at least one performance criteria for a *Formal Recognition Award.* If it does, proceed with Item #2. If it does not, proceed with Item #3.

2. On the **Blue** form, record the date and that the *Nomination* is being processed for a *Formal Recognition Award.*
   a. Attach a *Green* form (over the **Blue** form), and complete applicable information.
   b. Process the *Nomination* as described under the *Formal Recognition* instructions.
   c. Reenter the database and complete applicable information.
3. **If at least one Formal Recognition performance criteria is not met,**
   a. On the *Blue* form, enter the date you are returning the *Nomination* to the Nominator.
   b. Reenter the database and complete all entry information to date.
      (1) Note that the *Nomination* is being returned to the Nominator because minimum eligibility criteria has not been met. Explain the reason/s why the *Nomination* does not meet minimum eligibility criteria.
      (2) Note the recommendation that the Nominee be presented with an *Instant Recognition Award*.
4. The Awards Coordinator should retain the file copy (the *Blue TAF*, including the *Nomination* and all supporting documentation).

L. **If the Nomination DOES MEET the Minimum Eligibility Criteria**
   – Proceed with Step 4

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**Step 4: Awards Coordinator - Completing Preliminary Information and Forwards Nomination to Awards Evaluation Committee**

**Nominations**

A. **If the Nomination DOES MEET the Minimum Eligibility Criteria,**

1. On the *Green or Blue* form,
   b. Fill in the date the *Nomination* is being *Forwarded to the Awards Evaluation Committee*.

2. Copies of the *Nomination*
   a. Make five (5) sets of the *Nomination and* all supporting documentation. Bound each set securely.

3. On *Section I* of the *TAF*,
   a. Check the line beside the word yes (or circle the word yes).
   b. As AC, sign your name on the line provided.
   c. As AC, print your name under your signature.
   d. Fill in the date the *Nomination* is being *Forwarded to Evaluation Committee*.

4. Attach the *Green or Blue TAF* to a *copy of the Nomination*.
   a. The *Tracking Packet (Green or Blue TAF* and *Nomination*) is for the Awards Evaluation Committee Chairperson.
   b. The Awards Coordinator should keep the original *Nomination*.
   c. It is recommended that the AC retain a copy of the *Green or Blue* form - or- use a log to record the date the *Nomination* is being forwarded to the AEC.

5. The AC should reenter the database and complete all entry information.

*The AC should immediately forward the Tracking Packet and four copies of the Nomination (including attachments) to the Awards Evaluation Committee Chairperson.*

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10 Days: Nominator >> AC Review/Determine Criteria Eligibility >> AEC
The R&R Nomination Process: Step-by-Step

Step 5: Awards Evaluation Committee (AEC) Evaluates Nomination

Timelines: Within TEN business days of receiving the Tracking Packet and nomination copies from the Awards Coordinator, the Award Evaluation Committee is to review and evaluate the Nomination and return all forms to the Awards Coordinator.

At a minimum, it is recommended that the AEC Chairperson schedule meetings for evaluation purposes when three to five Nomination have been received.

For each Nomination, the following process is recommended.

A. AEC Chairperson
   1. The AEC Chairperson receives the Tracking Packet (the one with the Green or Blue TAF).
   2. Fills out Section II on the TAF. (Names, departments, and phone numbers of all AEC members).
   3. Distributes copies of remaining Nominations (with attached supporting documents) to remainder of AEC members.

B. If the Awards Evaluation Committee (AEC) requests additional information, the AEC Chairperson should:
   1. Contact the Nominator or other knowledgeable individuals and obtain additional information for the AEC.
   2. On the Green or Blue form,
      a. Fill in the date the AEC requests more information.
      b. If applicable, fill in the date a copy of the Nomination was returned to the Nominator for more information.
      c. When the additional information is returned to the AEC:
         (1) Fill in the name of the individuals furnishing the additional information.
         (2) Fill in the date the additional information was received by the AC or AEC.
         (3) If applicable, fill in the date the additional information was forwarded to the AEC.
   3. Make sure that when the additional information is received, it is distributed to all AEC members.

C. Individual Evaluations: Each AEC member should individually evaluate each Nomination.
   1. Make sure that each member has a copy of the FR or SA Individual Evaluation form.
   2. Complete the initial information on each form.
      a. Copy the Tracking # to the Individual Evaluation form.
      b. Fill in the Title of Achievement.
      c. Fill in the Nominator’s name.
      d. Fill in the date the Nomination is being evaluated by the AEC.
   3. Evaluate each criteria point and circle its appropriate rating value.
4. Total the points received.

5. Identify the Achievement’s Strengths.

6. Identify the Achievement/s Weaknesses or Areas Needing Improvement.

7. Under “Evaluator’s Recommendation”, in the box, fill in the total rating points received by the Nomination.

8. Sign the form, print your name, and fill in the date.

9. When all AEC members have finished completing their individual evaluations, continue with Step D.

D. Consensus Evaluations: On the TAF, the AEC Chairperson:

1. Completes Section III (for Formal Recognition) or Section IV (for Superior Achievement).
   a. Fills in each AEC member’s total points from his/her Individual Evaluation Forms.
   b. Totals the points.
   c. Determines the Average rating.

2. Discusses with all members the Achievement’s Strengths to arrive at specific consensus points. Completes this section.

3. Discusses with all members the Achievement’s Weaknesses / Areas for Improvement to arrive at specific consensus points. Completes this section.

4. Completes Section VI (for Superior Achievement) or Section VII (for Formal Recognition).
   a. Circles the Point Range reflecting the Average Rating identified on page 1 of the TAF.
   b. Discusses rating with group, confirming that rating is consensus agreement.
   c. Discusses Award Range with group, determining the exact award recommendation to be made by the AEC.
   d. Writes the specific recommendation in the Recommendation box.

5. Fills in the date the Tracking Packet is being returned to the Awards Coordinator.

6. Attaches all Individual Evaluations to the TAF.

7. Makes sure that applicable portions of the Green or Blue form have been completed:
   a. AEC meeting date.
   b. Award Recommended
   c. Value/Cost of Award/Gift.

8. Returns the following to the Awards Coordinator.
   a. Tracking Packet (with all individual evaluations attached).
   b. All extra copies of Nomination.

10 Days: AC >> AEC Evaluates Nomination >> AC
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Nominations

Timelines: Within FIVE business days of receiving the evaluated Tracking Packet from the Awards Evaluation Committee, the Awards Coordinator is to review the Award Recommendation and forward the Tracking Packet to the Department Director for authorization.

A. When the AEC returns the Tracking Packet, the Awards Coordinator should,

1. On the Green or Blue form,
   a. Confirm that any information required by AEC to fill in, has been completed.
   b. Fill in the date the AC received the AEC’s recommendation.
   c. Fill in the date the Tracking Packet (with the AEC’s award recommendation) is being forwarded to the Department Director for authorization.

2. Check the TAF and verify that the following information has been completed:
   a. Section II has been completed in full.
   b. Section III -or- Section IV has been completed in full.
   c. Section V has been completed in full.
   d. Section VI -or- Section VII has been completed in full.
   e. The date the Tracking Packet was returned to the AC.
   f. Verify that all individual evaluations (AEC members) are attached to the Tracking Packet.

3. The AC should reenter the database and update all entry information.

5 Days: AEC >> AC >> Department Director

Step 7: Department Director’s (DD) Award Authorization and Venue Determination

Nominations

Timelines: Within FIVE business days of receiving the Tracking Packet from the Awards Coordinator, the Department Director should complete the TAF, Part VIII (Authorization), and return the Tracking Packet to the Awards Coordinator.

A. The Department Director is to review the evaluated Nomination and the Award Recommendation.

B. If the DD has questions about authorizing the award,

1. The AC and Department Director should meet for further discussion / reconciliation.

C. The DD is to complete Part VIII of the TAF:

1. Section A. (check one)

2. Section B.
   a. The DD should identify whether he/she does or does not authorize the Award Recommendation, or if additional information is requested.
   b. If the DD does not authorize the Award, he/she is to provide an explanation of why the Award is not being authorized.
   c. If additional information is requested, the DD should identify what information is desired.
d. Under comments, the DD should identify the award venue.
   (1) Individual presentation.
   (2) Staff Meeting presentation.
   (3) Division Level presentation.
   (4) Department Level presentation.
   (5) Other presentation.

3. If the DD authorizes the Award, he/she should sign on the appropriate line, enter the date, print the name, and write any comments desired.

D. The DD is to return the **Tracking Packet** to the Awards Coordinator.

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**5 Days: AC >> Department Director >> AC**

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**Step 8: AC: Award Selection and Ordering**

**Timelines:** It is recommended that award selection and ordering be completed within **FIVE** business days of receiving the **Tracking Packet** from the DD.

**A.** When the Department Director returns the **Tracking Packet** to the Awards Coordinator, the AC should:

1. Check the **TAF** and verify that the following information has been completed:
   a. **Section VIII** has been completed in full.
      (1) Make sure that a presentation venue has been identified.

**B.** **For Formal Recognition Awards** (non-cash):

1. Selecting Gifts
   a. Staying within the value range as determined by the AEC, determine the type of award to be selected for the Nominee. (Talk with the Nominator, the supervisor, and/or peers.)
      (1) Theme Gift.
      (2) Catalog Gift.
      (3) Employee Appropriate Gift.

2. Ordering Gifts
   Department’s flexibility.

3. Ordering Plaques
   a. From the AEC’s recommendation, determine whether a plaque or certificate will be issued as part of the award. If a plaque is to be issued, go ahead and order it. If a certificate is to be issued, proceed to item #4.

4. Printing Certificates
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a. Each AC has been provided with a software packet for printing certificates.

5. Determine and make arrangements for the venue for award presentation (as directed by the Department Director).

C. For Superior Achievement Awards (cash):

1. Complete a check request for the award amount.
   a. Charge it to the R&R Project Budget Code.

2. Ordering Plaques
   a. From the AEC’s recommendation, determine whether a plaque or certificate will be issued as part of the award. If a plaque is to be issued, go ahead and order it. If a certificate is to be issued, proceed to item #4.

3. Printing Certificates
   a. Each AC has been provided with a software packet for printing certificates.

4. Determine and make arrangements for the venue for award presentation (as directed by the Department Director).

5. When the check is received (and plaque, if applicable), see that the award presentation is made.

D. On Section IX of the TAF,

1. Fill in the date the AC notifies the Nominator and the Nominee of the award recommendation and authorization.

2. Briefly describe the presentation venue.

E. On the Green or Blue form,

1. Fill in the date the Director signed the authorization.

2. Fill in the date the AC received the Nomination back from the Director.

3. Fill in the date the Nominator and Nominee are notified of the award recommendation and authorization.

F. The AC can reenter the database and complete all entry information.

5 Days: DD Authorization >> AC Completes Award Selection and Ordering

Step 9: AC - Venue Determination

Timelines: The venue determination should have been made by the Department Director. It is recommended that the Awards Coordinator finalize all arrangements for venue selection within FIVE business days of receiving authorization from the DD.
Step 10: AC - Award Presentation

Timelines: It is recommended that award presentation be completed ASAP after receiving authorization from the DD. At a minimum, the presentation should be completed following the DD authorization.

Department flexibility.

5 Days: DD Authorization >> AC Completes Arrangements for Venue Selection

Step 11: Awards Coordinator - Productivity Awards

Timelines FOR ALL EVALUATED SUPERIOR ACHIEVEMENT Nominationsthe Department Director, the Awards Coordinator is to forward a clean copy of the Nomination to the Rewards and Recognition Council.

A. After the AC reviews the Nomination (which has been evaluated and authorized), the AC will:

1. Make a clean copy of just the SA Nomination (with all Nomination supporting data) and immediately forward it to the Rewards and Recognition Council for consideration under the Productivity Award program.
   a. Maintain a separate (simple) log of all SA Nomination forwarded to the RRC.
   b. Database: Enter the date the Nomination is forwarded to the RRC.

2 Days: AEC >> AC Review >> Rewards & Recognition Council

Step 12: R&R Council - Productivity Awards

A. The RRC will:

1. Maintain a simple log of all SA Nominations which records:
The R&R Nomination Process: Step-by-Step

a. The tracking #, the name of the Nominator, and the Achievement Title.
b. The date the RRC receives the Nomination.
c. The date the RRC forwards the Nomination to Tax Watch for consideration under the Productivity Award program.

Step 13: Budget

Changes annually. Processed using a formal that allots amount based on number of employees within each Department.

Step 14: Database

See other Tracking Information on separate instruction sheet.

It is suggested that the AC develop a log sheet to keep track of when Nominations are sent to the AEC, the Department Directors, and the Rewards & Recognition Council.

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