

## **SERVICE AND RETIREMENT AWARDS**

### **Service Awards**

WSI is especially proud of its many long service employees who have distinguished themselves in providing services over a long period of time. WSI will recognize long service employees upon completion of five years of employment and every fifth year thereafter. Service awards will consist of a plaque and gift certificate as follows:

The types of service awards that are given to employees must be provided as follows:

- Following the completion of five years; plaque, and a twenty-five dollar gift certificate.
- Following the completion of ten years; plaque, and a fifty dollar gift certificate.
- Following the completion of fifteen years; plaque, and a seventy-five dollar gift certificate.
- Following the completion of twenty years; plaque, and a two hundred dollar gift certificate.
- Following the completion of twenty-five years; plaque, and a two hundred twenty-five dollar gift certificate.
- Following the completion of thirty years; plaque, and a two hundred fifty dollar gift certificate.
- Following the completion of thirty-five years; plaque, and a two hundred seventy-five dollar gift certificate.
- Following the completion of forty years; plaque, and a three hundred dollar gift certificate.
- Following the completion of forty-five years; plaque, and a four hundred dollar gift certificate.
- Following the completion of fifty years; plaque, and a five hundred dollar gift certificate.

### **Retirement Awards**

A retirement award may be provided to an employee who has a minimum of fifteen years of state service, and who has not been previously recognized for a retirement by any state agency. The Human Resources Department will coordinate the retirement award as follows:

1. A plaque signed by the Executive Director and the Chair of the Board.
2. Ten dollars for every year of service at WSI (not to exceed two hundred dollars).
3. A farewell gathering provided by WSI.

**Policy Date: June 1, 2005**

**Updated: September 1, 2005**

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**NDAC 4-07-18-05 through 4-07-18-07**

## **Performance-Based Employee Recognition**

The intent of the WSI Performance-based Employee Recognition Program is to recognize and reward employees and express appreciation for their exceptional work and dedication.

Recognition through the Performance-based Employee Recognition Program is designed to acknowledge and reinforce valued behaviors and results that contribute to the achievement of agency goals. Recognition awards are non-wage awards; meaning, they are not part of the employee's base pay. Awards are to be given in a timely manner, and focus on exemplary performance of the individual employee.

Employees will receive the non-wage award in conjunction with their monthly compensation allotment. WSI considers, and will report, these awards as taxable income.

The following are WSI's designated Performance-Based Employee Recognition programs:

### **EMPLOYEE OF THE QUARTER PROGRAM**

The intent of the WSI Employee of the Quarter Program is to recognize and reward outstanding employees and express appreciation for their exceptional work and public service.

#### **Criteria for Nomination**

- Nominee must be an employee of WSI;
- Must not have any disciplinary action during the designated quarter;
- Must have consistent satisfactory job performance;
- Must consistently show concern toward fellow employees and unselfishly offer assistance when help is needed;
- Foster a cooperative, respectful, and mutually satisfying work relationship with other employees and the public;
- Display dependability in carrying out job tasks, take the initiative to complete work in a timely manner, and exhibit a positive attitude toward the work they do;
- Have a single event which has a positive impact on quality of services rendered or WSI's reputation;
- Create a work product helping WSI improve service to others;
- Have taken steps for self improvement on his or her own initiative.

#### **Nominations**

Nominations for Employee of the Quarter may be submitted by any WSI employee. A nomination is made by submitting a completed nomination form to the Human Resources Department. Human Resources will verify the individual has met the criteria for nomination. More than one nomination may be received for one individual.

There is a 12-month waiting period for the winner of Employee of the Quarter to be eligible for another nomination. (Example: Employee of the Quarter for Oct-Dec 04 quarter would be eligible for re-nomination Jan-Mar 06 quarter)

#### **Selection Committee**

Selection for the Employee of the Quarter shall be made by the Nomination Review Committee. The Review Committee will consist of five members of management. These people must represent three different departments.

### **Selection of Employee of the Quarter**

Selection for Employee of the Quarter is based on criteria listed and by the answers to the questions on the form. Nominations must be received by 5:00 p.m. on the 15th business day of the last month of the quarter. Selection will be done prior to the next All- Employee Meeting.

### **Honors and Awards**

The principal award for the person named Employee of the Quarter is the honor of being so recognized. In addition, all nominations will be read and recognized for the work they have done in the past quarter.

The Employee of the Quarter will receive:

- \$250.
- Custody of the Employee of the Quarter traveling trophy.
- A designated parking spot.
- Their picture displayed.
- A personalized certificate.

All eligible nominees will receive:

- A certificate signifying WSI's appreciation.
- The nomination that was presented to the Selection Committee.

### **Other forms of Performance-Based Employee Recognition**

There are many other forms of recognition that can and should be used. Career development opportunities are frequently overlooked awards. Career development gives employees the opportunity to expand their knowledge of the business and their profession. It also shows the commitment that WSI has in the development of our employees.

Examples

- PICKLE – This recognition card is used to acknowledge a co-worker for going above and beyond.
- SEMINARS and/or TECHNICAL TRAINING – This form of recognition also serves as a professional growth opportunity.
- SPECIAL PROJECTS – Many individuals are highly motivated by the opportunity to learn new skills by working on special projects.

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