

**ADJUTANT GENERAL'S DEPARTMENT
(STATE)
Policies and Procedures**

EMPLOYEE RECOGNITION POLICY

PURPOSE:

To establish policies and procedures governing the operation of the Agency's State Employee Recognition Program and Recognition Leave Program.

POLICY:

The Agency recognizes that employees are its most valuable resource; that productivity and quality service are the sole result of employee efforts. Therefore, it is the policy of the Agency to conduct an Employee Recognition Program which shall serve to recognize and reward state employees for:

- Dedication to continuous improvement, teamwork and customer service
- Excellence in leadership, motivation and support of staff
- Exceptional level of performance within career fields
- Commitment to public service
- Years of service

PROCEDURES:

The TAG State HR Department shall be responsible for the administration of the overall program.

- 1) The Agency's program has five major award categories
 - a) **Cause for Applause!**
 - i) This category provides for immediate recognition of state employees who demonstrate one or more of the following core value behaviors:
 - (1) *Customer service,*
 - (2) *Quality,*
 - (3) *Teamwork, and*
 - (4) *Integrity.*
 - ii) Process:
 - (1) Catch state employees doing something great
 - (2) Obtain and complete a Cause for Applause certificate (online and paper form)
 - (3) Give original to employee.
 - iii) Redemption:

(1) Employees may redeem the “Cause for Applause” certificate for gift items in the HR Department. Items such as coffee mugs, mouse pads, pens, lanyards, etc. different items will cost different number of certificates. i.e. 2 certificates earn you an insulated coffee mug, one certificate a mouse pad, etc. These items will be obtained through Air/Army recruiting, Distance learning, and other areas. * HR will also put these items on the Web site so employees not located in Topeka may designate what they want to purchase and then forward certificates to Topeka for redemption.)

b) Encore! Encore!

- i) This award category recognizes years of State service achieved by employees in increments of five years.
- ii) A presentation will be made to the employee during annual recognition ceremonies held the year of the anniversary.
- iii) The recipient will the following:
 - (1) Certificate for 5 years of service
 - (2) Lapel pin for 10 years of service
 - (3) Certificate for 15 years of service
 - (4) Lapel pin for 20 years of service
 - (5) Certificate for 25 years of service
 - (6) Lapel Pin and plaque for 30 years of service

c) Take a Bow!

- i) This category acknowledges Adjutant General Department state employees for their years of service to the State of Kansas upon retirement.
- ii) To be eligible, employees must have met the KPERS qualifications for retirement.
- iii) Award:
 - (1) Letter from the Governor

d) Standing Ovation!

- i) This category consists of the *General’s Excellence Award* which recognizes State Departments that achieve excellent customer satisfaction ratings (6.5 or higher on scale of 1 to 8) based on the results of the annual climate survey.
- ii) Award:
 - (1) A plaque for the Department (group)
 - (2) Certificates for each member of the Department
 - (3) Luncheon with the General for all members
 - (4) Picture displayed in XXXXXXXXXXXXXXXX

e) Round of Applause!

- i) This annual award category shall be based upon the highest number of Cause for Applause certificates per employee across the Agency. Annual awards are presented during an Agency recognition award presentation.
 - (1) *State Employee of the Year* recognizes and rewards one state employee in the Agency whose dedication to continuous improvement, teamwork

and customer service improves the products and services provided by the Adjutant General's Department and enhances the agency's ability to achieve its goals.

- (a) Award:16 hours of recognition leave
- (b) A designated parking space
- (c) A plaque
- (d) Recognition at the annual awards presentation
- (e) Picture displayed in the XXXXXXXXXX

(2) *Supervisor of the Year*, Nominations for this annual award category shall be solicited across the Agency. Annual awards are presented during an Agency recognition award presentation. This award recognizes and rewards one state employee supervisor for demonstrating excellence in leadership, motivation, and support of staff toward the attainment of Agency goals and for positively affecting employee morale.

- (a) Award:16 hours of recognition leave
- (b) A designated parking space
- (c) A plaque
- (d) Recognition at the annual awards presentation
- (e) Picture displayed in the XXXXXXXXX