

SECTION: 1.10

SUBJECT: Employee Recognition Programs

AUTHORITY: 110.1245 Florida Statutes, 60L - 37 F.A.C.

Policy:

The Commission shall establish and promote a savings sharing program to encourage, recognize and reward Commission employees for proposing ideas that result in reducing State expenditures. In addition, this policy sets forth the Commission's program to recognize employee's length of service and service beyond the call of duty. This program is for internal recognition of Commission employees and does not preclude employees from receiving awards from other programs. Each division/office (D/O) shall develop a savings sharing and recognition program within the guidelines of this section, 110.1245 F.S., and 60L-37 F.A.C.

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Procedure:

1.10.1 Definitions

- A. Savings Sharing Award** – An award made for a written proposal which, when implemented, reduced or eliminated state expenditures, generated revenue or otherwise improved the operations of state government.
- B. Service Award** – An award that recognizes the years of service of an employee.
- C. Tangible Awards** – An award, the value of which does not exceed \$100, for exemplary performance by an employee or team of employees.

1.10.2 Employee Recognition Program

- A.** Each D/O shall establish a program of employee recognition, to be approved by the Executive Director or designee, such that employees who have demonstrated exemplary service to the agency, promoted the agency's strategic initiatives or fostered team participation and/or leadership can receive appropriate acknowledgement of their performance beyond the call of duty. Cash awards shall not be authorized under this section.

1. Each D/O is authorized to expend an amount not to exceed the percentage authorized by the legislature for the lump-sum bonus program for the fiscal year in which the award is made. These expenditures should be made out of the D/O's expense category and do not affect cash awards authorized under the lump-sum award program. (See [IMPP 6.40](#) for cash awards)
 2. Framed certificates, plaques or pins may not cost in excess of \$100 each, plus applicable taxes. Other tangible awards of appreciation may not cost in excess of \$10 per item, but may be purchased in bulk.
 3. The D/O employee recognition program must recognize individual employees and teams of employees, at least annually. An awards team or committee shall be established to describe: who can authorize awards, the types of awards, the selection process for awards, and the process for an annual accounting of the award program. For awards that may be limited to an annual basis, the D/O program plan may allow for certain tangible awards to exceed the \$10 limit. These exceptions must be part of the plan and approved by the Executive Director.
 4. The D/O will maintain an annual accounting of the expenditures made toward employee recognition awards to include: name of recipients, reason for the award, type of award, and any inventory of tangible awards which may have been purchased in bulk. An annual report of the D/O programs shall be made to the Executive Director by July 31st of each year.
- B.** The Executive Director is authorized to incur expenditures not to exceed \$100 each plus applicable taxes for suitable framed certificates, plaques, or other tokens of recognition for an appointed member of a state board or commission whose service to the state has been satisfactory in appreciation and recognition of such service upon the expiration of such board or member's final term in such position.

1.10.3 Service and Retirement Awards

Service pins and certificates will be given to Full-Time Equivalent (FTE) employees at five-year intervals starting with the fifth year of service with the Commission. Other tangible awards of service recognition may be presented as approved by the Executive Director. Retirement plaques are awarded to employees retiring from the Commission. Such awards may not cost in excess of \$100 each plus applicable tax.

The Human Resources Office will order plaques, certificates and pins when due for all service or retirement awards.

1.10.4 Savings Sharing Awards

- A.** Savings Sharing awards are available to all Career Service and Selected Exempt Service employees. The purpose of this award is to recognize and reward employees for proposals which result in one of the following:

1. Identify existing programs and activities conducive to outsourcing or privatization.
2. Propose solutions that result in measurable benefits from improved productivity or outputs.
3. Propose procedures that will result in improved quality of product or service and reduce the burden on those served.
4. Propose innovative or new processes, applications, design, equipment, tools strategies, safety practices, etc.
 - a. Employees wishing to participate in the Savings Sharing Program must complete the Savings Sharing form (available on the intranet) and submit the completed form to the Commission Savings Sharing Chairman.
 - b. The Chairman of the Savings Sharing Committee will review the proposal for eligibility and completeness and forward the form to the appropriate D/O director for evaluation. The evaluator must determine the feasibility of implementing the proposal and notify the Chairman within 45 days. The chairman shall be responsible for acknowledging receipt of each proposal and notifying the proposer of the agency's decision no later than 90 days from receipt of the proposal.
 - c. If a proposal is adopted, a cash award will be determined by the Executive Director and submitted to the Legislative Budget Commission for final approval.
 - d. Cash awards shall be directly related to savings or earnings realized by the state.

1.10.5 Agency Savings Sharing Team

- A. An employee will be recommended by the Assistant Executive Director and each D/O director to the Executive Director to serve on the Agency Savings Sharing Team. At least one member must be in a class covered by a statewide collective bargaining agent.
- B. Members will serve for two-year staggered terms and are eligible for reappointment. Vacancies on the Team may be filled at any time.
- C. The Director of the Finance and Budget Office shall serve as Chairman and may appoint an alternate. The Chairman shall be responsible for convening meetings, recognizing members, obtaining new membership appointments and preparing the Team's recommendations. The Chairman will not vote except in the case of ties.
- D. The Human Resources Officer or designee will serve as an adjunct member without voting status.

1.10.6 Responsibilities of the Agency Savings Sharing Team

- A. The Team will be responsible for establishing any criteria or standards for the Savings Sharing component or service component as set forth by statute or Department of Management Services (DMS) rule.
- B. The Team will meet as required to review Savings Sharing proposals.
 1. Savings Sharing Proposals

- a. The Team Chairman will forward proposals to the D/O director who will evaluate the proposal and inform the Team if, in his/her opinion, the proposal is feasible and should be implemented.
- b. The Team will review the proposal along with the D/O director's opinion and make its recommendations to the Executive Director. The Executive Director will make the final decision as to whether the suggestion is to be approved and forwarded to the Legislative Budget Commission.

1.10.7 Division/Office Savings Sharing Teams

- A. Each D/O will establish its own savings sharing team to review the Savings Sharing proposals from their program. D/O Savings Sharing Teams must consist of at least three employees, one of which must be an employee who is represented by a statewide collective bargaining agent. D/O Teams must keep records and provide annual information to the Agency Team for statewide reporting purposes.
- B. Each D/O Savings Sharing Team is responsible for promoting and marketing the program to its employees.

History: Est. 04/16/2004

APPROVED:

Victor J. Heller
Executive Director or Designee

April 16, 2004
Date