




# OREGON DEPARTMENT OF FISH AND WILDLIFE POLICY

## Human Resources Division

<b>Title:</b>	<b>Recognition and Awards</b>	<b>HR_450_12</b>
<b>Supersedes:</b>	Recognition and Awards, dated November 1, 2010	
<b>Applicability:</b>	Management service and executive service employees. Classified represented employees where not in conflict with the labor agreement.	
<b>Reference:</b>	State Policy 50.040.01	
<b>Effective Date:</b>	March 1, 2011	<b>Approved:</b> 

### I. PURPOSE

To formally recognize employees of the Department of Fish and Wildlife for outstanding performance and exemplary service. Recognition should occur at all work unit levels on a daily basis in a manner that demonstrates appreciation for individual and team efforts, and pride in work accomplished. Everyone in the department is encouraged to give praise and recognition for a job well done.

### II. POLICY

#### A. Service Awards

1. Service Awards are presented to all permanent, seasonal and limited duration employees in recognition of their dedication and years of service provided to the State of Oregon. Service awards are earned in five-year increments.
2. The Human Resources Division administers the Service Award Program. Supervisors and managers shall be responsible to present all Service Awards to recipients by the end of the calendar year in which they are earned.

#### B. Pride Awards

Pride Awards are presented to individuals and to teams by the director and the Oregon Fish and Wildlife Commission at regular Commission meetings. The Director's Office administers the Pride Award Program. The Pride Award Selection Committee recommends to the director the recipients for the Individual, Team Pride and Volunteer Leader Awards. The director shall make the final decision regarding the award recipient(s).

1. Individual Pride Awards
  - a. Individual Pride Awards are presented annually to employees who exhibit outstanding performance.
  - b. Criteria for the award includes:
    - Dedication
    - Work performance
    - Positive attitude

- Outreach activities
- Safety
- Self-improvement
- Customer service

c. Any employee may nominate a co-worker for an Individual Pride Award.

2. Team Pride Awards

a. Team Pride Awards are presented annually to recognize a group of employees whose accomplishments exceed the assigned tasks and responsibilities. A team is generally defined as two or more employees who are assigned as an integrated work unit.

b. Teams that exhibit outstanding performance include the following characteristics:

- Professional values and ethics
- Effective communication
- Positive attitude
- Effective outreach activities
- Team accomplishments
- Problem solving

c. Any employee may nominate a work team for a Team Pride Award.

3. Volunteer Leader Awards

a. Volunteer Leader Awards are presented annually to recognize employees who are outstanding in their work with volunteers.

b. Any permanent, limited duration, or seasonal ODFW employee is eligible to receive this award. Employees may receive this award more than one time during their careers with ODFW, but subsequent awards will require superlative job performance coordinating and overseeing volunteers.

c. Selection for the award is based on nomination forms documenting performance in some or all of the following areas:

- Develops long-term working relationships with volunteers
- Matches unique skills of volunteers with jobs that fit
- Skilled at recruitment and retention of their volunteers
- Provides positive feedback and recognizes their volunteers' efforts
- Effectively organizes volunteers / projects
- Contributes to ODFW's volunteer programs

d. Any employee may nominate a co-worker for a Volunteer Leader Award.

C. Director's Awards

Director's Awards are presented to individuals and to teams by the director and Commission at regular Fish and Wildlife Commission meetings.

1. Director's Individual Awards
  - a. Individual Awards are presented annually at the director's discretion in conjunction with the Pride Awards to one or more employees for outstanding contribution and dedication.
  - b. The director may consider the following in determining recipients for the award:
    - Exceptional effort and/or accomplishments in fulfilling the responsibilities of the job or work unit
    - Outstanding accomplishment in terms of public service or outreach
    - Quantifiable results in savings or productivity
    - Outstanding contribution to employee welfare or morale
2. Director's Team Awards
  - a. Team Awards are presented annually at the director's discretion in conjunction with the Pride Awards.
  - b. The Pride Awards Selection Committee may recommend to the director one or more teams of employees who have exhibited exemplary performance.

D. Division and Region Awards

1. Each division and region shall develop a written awards program to recognize outstanding achievement. The Director's Office shall review and approve prior to implementation of any program.
2. Elements of the awards program shall include:
  - a. Outline of award criteria for selecting recipients;
  - b. An award selection committee that may include award recipients from the previous year and administrative staff (e.g., assistant division managers, assistant regional managers);
  - c. Listing of name and number of awards given. The number of awards should not exceed 10% of the workforce. Exceptions to this 10% guideline must have prior approval of the Director's Office
3. Awards should be presented by appropriate supervisors annually at region and division meetings, staff retreats or special meetings.

E. Work Unit Awards

Supervisors may give a Work Unit Award when an employee performs at an outstanding level in a single issue or action. This type of award is appropriate when supervisors recognize the employee in a more informal setting, such as work unit, staff meeting or annual retreat.

### III. POLICY CLARIFICATION

- A. The Pride Award Selection Committee is comprised of nine department representatives from the Administrative Services, Fish, Wildlife, and Information and Education Divisions, a

regional representative, and two of the previous year's award recipients. Representatives from the Director's Office and the Human Resources Division will be non-voting members of the committee.

- B. An individual who has been nominated for an Individual Pride Award or a Team Pride Award and/ or Volunteer Leader Award shall not participate in the Pride Award Committee selection processes for the award for which he/she has been nominated.
- C. An employee may be nominated for and receive more than one award in any given year, including a Service Award.
- D. Awards shall be presented in a timely manner, according to the Awards Calendar.

Attachment A Employee Awards  
Attachment B Awards Calendar