



DEPARTMENT OF ENVIRONMENTAL QUALITY
POLICY AND PROCEDURES

**SUBJECT: EMPLOYEE RECOGNITION
AWARDS PROGRAM**

Number: 07-005

Date: July 28, 2004

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Revision: August 31, 2005

PLEDGE: The Department of Environmental Quality (DEQ) has a goal of recognizing DEQ employee excellence in job performance and long-term dedication to state government. To achieve that goal, each year the Director will acknowledge these achievements through an Employee Recognition Awards Program. The program will issue 1) DEQ Director Awards, 2) P2 Awards, and 3) State Service Recognition Awards.

POLICY:

Director's Awards: These will be awarded annually to reward employee contributions to the DEQ's programs by virtue of exemplary implementation of the DEQ values and hence improvement and enhancement of the quality of human health and the environment, and preservation of our natural heritage. The candidate(s) must have performed above and beyond their routine job duties. The Director's Award is meant to be special. There are other awards and mechanisms, such as thank you cards from the Director, recognition at senior management team meetings, and lapel pins that can be used to recognize excellent employee performance that does not rise to the level of a Director's award. This award may be given to an employee for A) individual performance (four categories), and/or B) team performance (two or more employees from one or more divisions, or multi-agency) for their joint accomplishments on a respective project. The nominator needs to provide written justification explaining why the person(s) or team is deserving of this award.

There are four categories of individual Director's awards, and a team Director's award. Not every category has to be awarded each year, and no category is limited to a single recipient in a particular year. The Awards committee will use its discretion to limit the number of employees receiving a Director's award in order to keep it meaningful. The four categories of individual awards are 1) outstanding employee, 2) coach of the year, 3) program improvement, and 4) support staff.

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Categories

1. Individual Awards

- A. Outstanding employee. This employee should be a consistent, high performing employee who has accomplished something special or out of the ordinary. The special contribution could be, for example, a positive accomplishment for the environment, for the regulated community, or for the DEQ. The contribution could be something the employee volunteered to do. The employee's accomplishment should be above and beyond normal job duties in quantity or quality.

- B. Coach of the Year. This award is given to an employee who helps others achieve success. Employees eligible for this award are employees who have duties that include working with others in a mentoring or coaching capacity. Examples include: Lead Workers, Managers, Supervisors, and Work Group Leaders.

Eligible employees include those who demonstrate several of the following criteria:

- Motivation (Encourages team participation; motivates other team members)
- Inclusion (Solicits, listens to, and acknowledges the ideas of others)
- Building Strategic Working Relationships (Consistently uses skills and knowledge to work well with others; overcomes obstacles to develop and maintain work relationships)
- Positive Attitude (Continually exhibits positive outlook, displays honesty and integrity in all situations; consistently treats others with respect and dignity)
- Communication (Consistently identifies understanding level of others and communicates appropriately; presents information/message in a different ways to enhance understanding; provides timely and appropriate feedback)
- Leadership (Accepts responsibility for and is willing to make the tough calls; consistently follows through with commitments; Sees the "big picture")
- Problem Solving and Decision Making (Excels in researching information to resolve problems, make decisions; Identifies and anticipates possible outcomes, creates positive solutions)

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C. Program improvement.

This award is given to an employee who has contributed significantly to improving how their program area or the department operates. This employee has improved or refined their program to better protect the environment, make operations more efficient, or user friendly, and/or developed an entirely new program to address a department or community need.

D. Outstanding Employee in a Supporting Role

This award is given to an employee who usually or often works "behind the scenes" to help the department achieve its mission. Employees eligible for this award are employees who:

1. have administrative support responsibilities; or
2. have primary responsibilities that are administrative, technical or business-related, rather than directly related to a specific environmental program. This includes, but is not necessarily limited to, employees in department analyst, specialist, or technician classifications, or employees in the environmental laboratory.

Eligible employees include those who demonstrate the following:

- Adaptability (Maintains effectiveness when experiencing major changes in work tasks or the work environment; adjusts effectively to work within new work structures, processes, requirements or cultures)
- Building Strategic Working Relationships (Identifies opportunities and takes action to build strategic relationships between one's area and other areas, teams, departments, units, or organizations to help achieve business goals)
- Communication (Clearly conveys and receives information and ideas through a variety of media to individuals or groups in a manner that engages the audience, helps the audience understand and retain the message, and permits response and feedback from the audience)
- Contributing to Team Success (Actively participates as a member of a team to move the team toward the completion of goals)
- Customer Focus (Makes customers and their needs a primary focus of one's actions; developing and sustains productive customer relationships)
- Initiating Action (Takes prompt action to accomplish objectives; takes action to achieve goals beyond what is required; is proactive)

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- Innovation (Generates innovative solutions in work situations; tries different and novel ways to deal with work problems and opportunities)
- Integrating Governor's Vision/Values Into Work Practices

2. Team Award

This award is given to a team (two or more employees) that has:

- a) contributed significantly to improving how their program area or the department operates; or
- b) significantly improved or refined a program area or areas to better protect the environment or to make operations more efficient or customer or user friendly; or
- c) developed an entirely new program to address a department or community need; or
- d) addressed a program, department, or operational need in a manner that exhibits teamwork, initiative, creative-problem solving, excellence, or innovation at their finest.

Pollution Prevention (P2) Award: The DEQ has a goal of recognizing the excellence of its employees in integrating pollution prevention into regulatory activities. Therefore, the DEQ will acknowledge employees' pollution prevention achievements through selection and presentation of this award. The DEQ P2 Award will be announced during National Pollution Prevention Week (beginning the third Monday in September) for up to three regulatory staff and/or teams that have demonstrated, advocated, or otherwise assisted with the adoption of pollution prevention actions by a regulated business, institution, or municipality. Pollution prevention is defined as source reduction or recycling. The Environmental Science and Services Division (ESSD) will have the lead for this award.

State Service Recognition Award: The DEQ has a goal of providing excellent customer service from a well prepared staff. Therefore, the DEQ will acknowledge the value of having dedicated, long-term employees. Years spent as an employee for the state of Michigan will be recognized by the DEQ on an ongoing basis.

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Director's Awards:

Nominations: Nominations may be submitted on an ongoing basis to the respective members of the Employee Recognition Awards Committee (Committee) or to the Executive Assistant to the Director. The Committee shall consist of diverse representatives from the Department. Nominations will typically cover events or accomplishments for the previous year. Nominations are not limited by number. Each year, Executive Division will announce that nominations are due by a certain deadline for that year's awards ceremony. Due to the need for the awards committee to organize and review the nominations at one time, the nomination deadline will be firm, and late nominations will not be accepted. The nominator has the option of ascertaining another form of recognition, or waiting until the next year to nominate the deserving employee. Nominations should include specific examples of how the nominee has met the criteria for the award.

Review Panel: The standing Committee will review all nominations and make recommendations to the Director. The Director will select the award recipients. There may be more than one recipient of the Individual Award and Team Award.

Award: The award will include personal recognition by the Director; a remembrance which will include the employee's name, date of the award, and other pertinent information. A picture of the employee(s) receiving the award from the Director will be posted on the Director's Intranet Employee Recognition Awards Program page and noticed in a DEQ Awards press release to news media. The recipient's division will be responsible for the cost of the remembrance and any other costs associated with the Awards Ceremony. The Executive Division will coordinate the development of the award(s) with the respective divisions.

Award Presentation: The Director will present the award(s) during an annual Employee Recognition Awards Ceremony, usually to be held in February of the next calendar year. The Executive Division will make the arrangements for the ceremony.

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Pollution Prevention (P2) Award:

Nominations: Nominations will be solicited during July each year through a GroupWise email and the P2 Revue Newsletter produced and distributed by ESSD. The solicitation will include a nomination form along with selection criteria and will identify a staff person in ESSD to accept all nominations.

Selection: The ESSD will form a selection panel who will submit nominations to the ESSD Division Chief, who will then send final recommendations to the DEQ Director for selection.

Award: The award will include personal recognition by the Director and engraving on the award plaque currently located in the Great Lakes Conference Room. In addition, all nominees will receive a certificate of recognition. The ESSD will be responsible for making the arrangements to obtain the certificates and engraving of the award plaque.

Award Presentation: The award winners will be recognized during the Employee Recognition Awards Ceremony. The nominees and award winners will have their names published in the P2 Revue and the ESSD Bulletin.

State Service Recognition Award:

State Service Certificates: Employees receiving their initial service award at the completion of five years service will be presented with a standardized wood-grained plaque. The design of this plaque will be functional so all future service certificates, given at five year intervals, can be displayed on it. The recipient's division will order the plaques and be responsible for the cost.

25 Years of State Service Certificate: A certificate and appropriate gift commemorating 25 years of state service will be presented to employees reaching this milestone. These employees will also be invited to the Employee Service Awards Luncheon held near the end of the calendar year.

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The service certificates will be provided to the division during the month of the employee's anniversary date. The gift will be presented by the Director at the Employee Service Awards Luncheon.

Prior to the Luncheon, the Office of Human Resources will provide a final list of eligible names to the Executive Division. The Executive Division will make all arrangements for the Employee Service Awards Luncheon. The recipient's division will cover all costs including the gift for employees attending the ceremony.

Approved:  Date: 8-31-05