



**Missouri Department of
Natural Resources
Administrative Policies and Procedures**

Chapter 5 Employee Benefits

Employee Recognition Policy	Effective date	Revised
Number: 5.11	September 10, 2007	December 18, 2008

The Department of Natural Resources encourages recognition of employee’s special contributions, outstanding efforts and service.

REFERENCES

Preapproval of Claims and Accounts 1 CSR 10-3.010 (2)

Related DNR Policy

Agency Provided Food Procedures 7.06-03

GENERAL PROVISIONS

For recognition or award events, light refreshments with a nominal cost such as cake, punch and serving needs can be paid for from E & E funds and an award such as a recognition plaque are considered an approved "token of recognition". Any expenses outside of these items must be paid for by personal funds.

Years of service with the department

Annually, employees will be recognized for years of service with the Department of Natural Resources, marking 5-year intervals of service with a standard, department plaque with bars indicating years of service. The years of service will be based on the year ending December 31.

The department’s service award coordinator will be in the Division of Administrative Support. Each division will name a division coordinator. The department’s coordinator will generate a list of staff potentially receiving an award by July 1 and share the list with the division coordinators. The divisions will verify the years of service and the spelling of the employee’s name, returning the list of that year’s service award employees to the department coordinator by August 15. The department coordinator will then order the appropriate plaques and bars. The cost of the plaques and bars is the divisions’ responsibility.

The department director will present the years of service awards to staff reaching 20, 25, 30 and 35 years of service. The department coordinator will work with the Office of Communications to schedule the presentation date, location and details. The divisions are responsible for developing a ceremony to present the service award to the remaining staff. Service awards will be presented by the end of the calendar year.



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Department Employee of the Month

Selection Committee

Each division will appoint one person to the department's Employee-of-the- Month Selection Committee. Committee members should be employees in regular status.

Nomination for Employee of the Month

Any employee may nominate any other employee, even in other divisions, as long as the nominating employee is aware of the work being performed by the nominated employee.

Nomination for Employee of the Month should look to recognize staff whose work or performance:

- is over and above what is normally expected;
- resulted in a new cost or time-saving procedure;
- increased productivity or enhanced work quality;
- contributed a tangible benefit to the department or the public beyond that produced in the course of regular assignments; or
- has shown use of initiative and creativity in the accomplishment of an assignment.

Staff nominated for Employee of the Month must have:

- Regular status, or be unclassified (excluding seasonal, temporary, or part-time);
- At least a successful rating in the last performance appraisal;
- No pending disciplinary action, nor have had one in the last six months.

All nominations are submitted to the Employee of the Month Coordinator in the Human Resource Program on the form provided by the Office of Administration. This form can be found at <http://www.training.oa.mo.gov/eom/EOMFORM.doc> . All nominations remain active for three months. The employee who originally submitted the nomination may formally request the continuance of this nomination, if it has not been selected within the three months, by submitting a new nomination form or by memo to the Employee of the Month Coordinator.

Upon receipt of a nomination, the Employee of the Month Coordinator will check with the employee's supervisor, division director, and the Human Resources Program to insure that the nomination meets the minimum requirements. If additional information is required, the nominating employee will be contacted. Copies of the nominating form will be distributed to all the other divisional representatives for selection.



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Upon receipt of the nomination forms from other divisional representatives, the representatives will review the nominations and complete their ballots for those nominees. The ballot consists of the following:

- Name and division of nominee
- Month for which nominated (depending on the date received)
- Ranking of the application
- Name and division of representative

Once the ballot is completed, it will be sent to the Employee of the Month Coordinator for tallying to determine the recipient of the Employee of the Month.

Note, the same nomination form is used for the State Employee of the Month which the Office of Administration selects.

Individuals recognized as employee of the month will:

- Receive a plaque identifying the individual as the DNR Employee of the Month for the appropriate month. The plaque will be presented to employee by department director.
- Have their picture displayed in the first floor lobby of the Lewis and Clark State Office Building. If the employee works outside of the Lewis and Clark State Office Building, the picture will also be prominently displayed in the place of employment.
- Be provided a choice between a day off with pay with the supervisor's approval, or a two step temporary salary advancement for one month. In the event that the employee is on the next to the last or the last step of the range, an emergency appointment for one month to the next higher class will be effected in order to allow the employee to receive a two step increase in pay.
- Have a news release issued to the local news media, along with the employee's picture, indicating the performance that is being recognized.
- Have an article published in "Inner Resources" similar to the news release issued to the local press.
- Have picture and news release posted on Human Resources Employee of the Month page and on DNR Central Intranet Home Page.



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Other employee recognition opportunities

Statewide there are several employee recognition opportunities.

The Governor's Award for Quality and Productivity (GAQP)

The GAQP recognizes winning teams in six major categories: Customer Service, Efficiency, Workforce Planning, Innovation, Process Improvement, and Technology in Government. The goal of the GAQP is to establish clear winners that will serve as a model of efficiency, quality, and effectiveness for other Missouri state government work teams.

The Missouri State Employee Suggestion System

Missouri Relies on Everyone (MoRE) at <https://apps1.mo.gov/MORE/> provides state employees with an opportunity to share their ideas, suggestions or recommendations. The program also provides a way to identify, recognize and reward the ingenuity and commitment to excellence of state employees for their suggestions.

State Employee Recognition Week

State Employee Recognition Week is designed to better inform people about the wide variety of services provided by state employees. It is also a time to show appreciation to the employees who ensure that our government is the best in the world.

State Employee of the Month

The State Employee of the Month Program recognizes individual contributions of a Missouri State employee who has provided outstanding service for the citizens of Missouri.

For more information about these recognition opportunities go to

<http://www.training.oa.mo.gov/recognition.htm>