



OREGON YOUTH AUTHORITY
Policy Statement
Part I – Administrative Services



Subject:

Staff and Volunteer Recognition

Section – Policy Number:

D: Personnel Management – 3.7

Supersedes:

- I-D-3.7 (12/13)
- I-D-3.7 (12/11)
- I-D-3.7 (7/10)
- I-D-3.7 (3/08)
- I-D-3.7 (7/96)

Effective Date:

01/08/2016

Date of Last Review/Revision:

None

Related Standards and References:

- Department of Administrative Services, Human Resource Services Division 50.040.01 ([Employee Performance Recognition Program](#))
- [OYA forms](#): YA 1000 (Tenure Certificate)
YA 1002 (OYA Director’s Outstanding Service Award Nomination)

Related Procedures:

- None

Policy Owner:

Communications Manager

Approved:

Fariborz Pakseresht, Director

I. PURPOSE:

This policy governs the Certificate of Recognition, Length of Service Award, Retirement Award, Coin Award, and Director’s Award processes.

II. POLICY DEFINITIONS:

Cabinet: An executive group that provides oversight to agency operations.

III. POLICY:

OYA is committed to creating and maintaining a diverse and competent workforce. Daily recognition and praise for staff individual and team efforts is important to maintain safe work environments and good morale. Recognizing staff for giving continuous service to the agency and the State of Oregon is a tangible expression of appreciation for their contributions and expertise.

In addition, individual OYA staff or teams of staff that demonstrate outstanding performance and exemplary service during a calendar year will be formally recognized for their contributions.

IV. GENERAL STANDARDS:

A. Certificate of Recognition

OYA recognizes and appreciates those who make outstanding contributions to the agency's mission.

1. OYA management staff may recognize such a contributor at any time with a certificate. No formal nomination process is needed.
2. The Communications Office may be consulted for guidance on drafting the certificate's language. As needed, the Communications Office will assist with writing, designing, and printing the certificate.

B. Length of Service Awards

OYA shows its appreciation of staff by giving recognition awards based on tenure for completion of five, 10, 15, 20, 25, and 30 years of permanent state service. The calculation of length of service is based on the staff member's recognized service date.

1. The Human Resources Office will send a Length of Service Award to the recipient's supervisor.
2. The Human Resources Office will forward the list of award recipients to the Communications Office each month for inclusion in the agency newsletter.
3. The recipient's supervisor will present the award to the recipient.

C. Retirement Awards

OYA recognizes and shows its appreciation of staff retiring from OYA service.

1. The retiring staff member's supervisor must notify Human Resources staff when the supervisor becomes aware of the staff member's impending retirement from OYA service.
2. The Human Resources Office will notify the Director's Office of the staff member's retirement.
3. The retiring staff member's supervisor must send a draft acknowledgment letter to the Director's Office at least three weeks prior to the retiring staff member's retirement date. The supervisor also must indicate the retiring staff member's choice of personalized retirement award.
4. The Director's Office will prepare a final recognition letter from the Director to the retiree based on information provided by the supervisor and the Human Resources Office.

5. The retiring staff member's supervisor, or designee, will present the retirement award to the staff member on or about the staff member's final agency work day.

D. Coin Awards

OYA recognizes and shows appreciation to its staff and volunteers for significant work achievements, or ongoing excellent performance or service.

1. Supervisors, managers, and assistant directors will seek opportunities throughout the year to acknowledge high-quality staff and volunteer performance or service by awarding Coin Awards.
2. The staff member's supervisor, manager, or assistant director, as appropriate, will prepare a letter acknowledging the staff member's performance and requesting a Coin Award from the Director's Office.
3. The agency or local volunteer coordinator will prepare a letter acknowledging the volunteer's service and requesting a Coin Award from the Director's Office.
4. A management staff member will present the Coin Award and acknowledgement letter to the recipient.
5. The Director's Office will maintain a list of Coin Award recipients, and must forward a list of recipients to the Communications Office each month for inclusion in the agency newsletter.
6. The Communications Office will prepare an annual list of Coin Award recipients and arrange for display of the list in the Central Office.

E. Director's Outstanding Service Awards (Director's Award)

1. Each December, the OYA director may formally recognize a staff member or a team who exhibit outstanding and exemplary service based on the following criteria:
 - a) Outstanding performance that demonstrates the mission, vision, and core values of OYA;
 - b) Outstanding performance in a special work project or operation that brought honor or distinction to the agency;
 - c) Outstanding performance that resulted in significantly enhancing staff or youth safety; or

- d) Outstanding performance that resulted in substantial agency cost savings.

2. Nomination Process

- a) The Director's Office will facilitate the nomination process.
- b) The Communications Office must distribute nomination forms (YA 1002) to all staff and agency advisory committee members via e-mail no later than September 30 of each year.

An October 31 nomination deadline will be announced with the form distribution.

- (1) Any staff member may nominate an individual or team for an award.
- (2) Members of the public and stakeholders may nominate an individual or team for an award.
- (3) Nominations may be submitted via e-mail, fax, or regular mail to the deputy director.
- (4) Nominations must be received no later than October 31.

3. Selection Process

- a) The deputy director will:
 - (1) Review the nominations for completeness;
 - (2) Check with the Human Resources Office;
 - (3) Solicit recommendations from Cabinet; and
 - (4) Forward the nominations and recommendations to the director for recipient selection.
- b) The director must select the award recipient(s) no later than November 30.

4. Acknowledgement of Nominees and Awards Recognition

- a) All nominees will receive a certificate acknowledging their nominations.
- b) Director's Awards may be presented to recipients at Central Office or at the recipient's workplace.

- (1) Recipients may receive a plaque from the Director or designee memorializing their outstanding service.
- (2) The names of the recipients of the Director's Award will be published in the agency's newsletter.

V. LOCAL OPERATING PROTOCOL REQUIRED: NO