



**OREGON YOUTH AUTHORITY**  
**Policy Statement**  
**Part I – Administrative Services**



*Subject*

**OYA Director’s Outstanding Service Award/Length of Service Awards**

*Section – Policy Number:*

**D: Personnel Management – 3.7**

*Supersedes:*

**I-D-3.7 (7/96)**

*Effective Date:*

**03/28/2008**

*Date of Last*

*Review/Revision:*

**None**

**Related Standards and References:**

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

**Related Procedures:**

- [OYA General Operating Procedure](#)

**Interpretation:**

Director’s Office;  
Employee Services

**Approved:**



Robert S. Jester, Director

**I. PURPOSE:**

This policy governs length of service awards and the annual recognition of OYA staff for outstanding performance and exemplary service through the Director’s Award.

**II. POLICY DEFINITIONS:**

None.

**III. POLICY:**

OYA is committed to creating and maintaining a diverse and competent workforce. Daily recognition and praise for individual and team effort of staff is important to maintain safe work environments and good staff 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 staff or teams of OYA staff that demonstrate outstanding performance and exemplary service during each calendar year will be formally recognized for contributions to the agency.

The OYA Director will facilitate a nomination and selection process each year to acknowledge deserving staff with a “Director’s Award” for outstanding service. This process includes:

- Solicitation of nominees for the Director’s Award categories described in this policy.
- The creation of an award selection committee.
- The presentation of the award to the recipient(s).

The Director will award a “Director’s Award” to, at a minimum, one nominated OYA staff each year.

#### **IV. GENERAL STANDARDS:**

##### **A. Length of Service/Retirement Awards**

1. The OYA will show its appreciation of staff by giving recognition awards, based on tenure, for completion of 5, 10, 15, 20, 25 and 30 years of permanent state service. The calculation of length of service will be based on the staff’s recognized service date.
  - a) Employee Services will send the Length of Service Award to the staff’s supervisor/manager. The award will accompany an acknowledgement of the staff’s service by the Director.
  - b) The supervisor/manager will present the award and acknowledgment to the staff.
2. The OYA will recognize and show its appreciation to staff retiring from OYA service.
  - a) Employee Services will notify the Director’s Office of the staff’s retirement from OYA service.
  - b) Retirement awards will consist of a plaque and letter from the Director or designee acknowledging the staff’s retirement from state service.
  - c) The supervisor/manager or designee will present the retirement awards to the staff on or about the staff’s final day of work for the agency.

##### **B. Director’s Outstanding Service Awards (Director’s Award)**

1. The OYA Director, on an annual basis, may formally recognize staff or a team of staff that engage in outstanding and exemplary service based on the following criteria:

- a) Outstanding performance that demonstrates the mission, values and vision of the agency in staff's work assignment and/or community.
- b) Outstanding performance by staff for exceptional service in his/her regular work assignments by displaying:
  - excellence in leadership in areas of offender treatment and care,
  - teambuilding with coworkers,
  - personal/professional integrity,
  - an uncommon commitment to the profession of juvenile justice.
- c) Outstanding performance by staff participating in a special work project or operation that required thoroughness, conscientiousness, determination, and initiative that brought honor or distinction to the agency.
- d) Outstanding performance that resulted in significantly enhancing staff or offender safety.
- e) Outstanding performance by staff that resulted in creating an efficiency which resulted in substantial agency cost savings. If a staff is recognized for this type of performance, the staff's accomplishment will be forwarded to the Department of Administrative Services "Employee Suggestion Awards Program (ESAP)."

## 2. Nomination of Recipients

- a) Nomination forms (YA 1002) will be provided in an electronic format to all OYA staff in January each calendar year. Staff will have 60 days to make a nomination.
  - (1) Any staff member may nominate an individual or team for an award.
  - (2) Members of the public or stakeholders may nominate staff for individual or team awards.
  - (3) Nominations may be submitted electronically via email or regular mail.
- b) The Professional Standards Office (PSO) will facilitate the nomination process. The PSO will:
  - (1) Review the nominations for completeness.
  - (2) Solicit recommendations from the nominee's supervisor/manager and Assistant Director.

- (3) Forward the nomination and recommendations to the Awards Committee.

3. Awards Committee Evaluation and Recommendations

- a) Each year, the Director will select a committee that will be responsible for reviewing and recommending award recipients.
- b) The committee will evaluate the nomination by:
  - (1) Reviewing all nomination forms submitted for exemplary service.
  - (2) Reviewing recommendations from the nominee's supervisor/manager.
  - (3) Reviewing recommendations from the Assistant Director in charge of the staff's work unit.
  - (4) Reviewing any additional information provided to the committee that may provide details describing the nominee's performance.
- c) The committee will forward their recommendations for awards to the Director for his/her consideration.

4. Selection of Award Participants

- a) At a minimum, one OYA staff will be given the Director's Award each year.
- b) The Director, at his/her discretion, may provide a Director's Award to staff for performance not described in Section IV.B.I. of this policy.

5. Acknowledgement of Nominees and Awards Recognition

- a) All nominees will be provided a certificate acknowledging their nomination for outstanding performance.  
  
Certificates will be sent to the nominated staff's supervisor/manager for recognition.
- b) Director's Awards will be presented to recipients at Central Support or at the staff's workplace.
  - (1) Recipients will 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 OYA Bulletin.

**V. GENERAL OPERATING PROCEDURE REQUIRED: YES**

The Professional Standards Office will develop a procedure that describes the following:

- A. The nomination process for Director's Awards;
- B. The inclusion of the names of nominees and award recipients in the OYA Bulletin.

**VI. LOCAL OPERATING PROCEDURE/PROTOCOL REQUIRED: NO**