

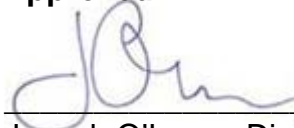


**OREGON YOUTH AUTHORITY**  
**Policy Statement**  
**Part I – Administrative Services**



*Subject:*

**Staff and Volunteer Recognition**

<i>Section – Policy Number:</i> <b>D: Personnel Management – 3.7</b>		<i>Supersedes:</i> I-D-3.7 (01/16) 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)	<i>Effective Date:</i> <b>05/29/2019</b>	<i>Date of Last Review/Revision:</i> <b>None</b>
<b>Related Standards and References:</b>	<ul style="list-style-type: none"> <li>▪ Department of Administrative Services, Human Resource Services Division 50.040.01 (<a href="#">Employee Performance Recognition Program</a>)</li> <li>▪ <a href="#">OYA forms</a>: YA 1000 (Tenure Certificate) YA 1002 (OYA Director’s Outstanding Service Award Nomination)</li> </ul>			
<b>Related Procedures:</b>	<ul style="list-style-type: none"> <li>▪ None</li> </ul>			
<b>Policy Owner:</b>  Communications Manager		<b>Approved:</b>   _____ Joseph O'Leary, Director		

**I. PURPOSE:**

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

**II. POLICY DEFINITIONS:**

Executive Team: An OYA 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.

OYA volunteers also provide valuable services for the agency and to youth.

Recognizing outstanding volunteers for their contributions is an important way to continue our partnership with them, to recognize their efforts, and to potentially help in recruiting new volunteers.

#### **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 years of permanent state service in five-year increments (e.g., 5, 10, 15, etc.). 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 and certificate signed by the director to the recipient's supervisor.
2. 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.

1. The retiring staff member's supervisor must notify Human Resources staff when the supervisor becomes aware of the staff member's impending retirement.
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. If the retiring staff member is eligible for a personalized retirement award, the supervisor will coordinate with the Director's Office regarding the 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.
5. The retiring staff member's supervisor, or designee, will present the retirement award on or close to 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.

Coin Award request letters for volunteers are prepared by the agency or local volunteer coordinator.

3. A management staff member will present the Coin Award and acknowledgement letter to the recipient.

E. Director's Outstanding Service Awards (Director's Award) for OYA Staff

1. Each December, the OYA director may formally recognize a staff member or a team of staff 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 Executive Team; 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, at the recipient's workplace, or at a Joint Management Team meeting.
  - (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 shared with the entire agency.

## F. Volunteer of the Year Award

1. Each December, the director may formally recognize an active volunteer who exhibits outstanding and exemplary service. This award is optional, and not required to be given annually. Awards will be given based on the following criteria:
  - a) Outstanding performance that demonstrates the mission, vision, and core values of OYA;
  - b) Exemplifies mission effectiveness, impact on youth, role modeling, enthusiasm, and outstanding performance;
  - c) Must be an active volunteer at the time of nomination; and
  - d) Dependability, hours, and length of service may also be considered.

### 2. Nomination Process

If OYA chooses to give out a Volunteer of the Year Award, the Director's Office will facilitate the nomination process.

- a) The Communications Office will distribute nomination forms to all staff, agency advisory committee members, and volunteers via email no later than Sept. 30.

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

- b) Any staff member or youth may nominate an individual, an organization, or a group for an award.
- c) Nominations must be received no later than Oct. 31.

### 3. Selection Process

- a) The deputy director must:
  - (1) Review the nominations for completeness;
  - (2) Check with the OYA volunteer program manager or the volunteer coordinator or supervisor at the OYA site where the volunteer serves for input; and
  - (3) 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 must receive a certificate acknowledging their nominations.
  - b) Awards may be presented to recipients at the volunteer's service site or at a Joint Management Team meeting.
  - c) Recipients may receive a plaque or other gift from the director or designee memorializing their outstanding service.
  - d) The names of the recipient(s) of the Volunteer of the Year Award may be shared with the entire agency.

**V. LOCAL OPERATING PROTOCOL REQUIRED: NO**