

DIVISION OF PARKS AND RECREATION

October 11, 1994

STAFF DIRECTIVE 94-13

TO: All Employees

FROM: Philip K. McKnelly, Director

SUBJECT: Replacement of Awards Guidelines

This directive supersedes Staff Directive 88-2, Division of Parks and Recreation Awards Program, and is effective immediately. The enclosed guidelines replace Guideline #3, dated January 1988.

The guidelines are designed to recognize employees. Dedication and commitment, instill a sense of involvement and teamwork among Division employees, and to maintain good employee morale. The guidelines also allow for recognition of individuals or agencies outside the Division for their programs or projects benefiting the Division.

AWARDS PROGRAM GUIDELINES



Revised September 1994

North Carolina Division of Parks and Recreation

DEPARTMENT OF ENVIRONMENT, HEALTH AND NATURAL RESOURCES

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1.0 DIRECTOR'S STATEMENT

Throughout its nearly 80-year history, the North Carolina State Park System has benefited from a cadre of competent, dedicated, and innovative employees. Recognition for a job well done significantly reinforces an employee's satisfaction, morale, and the enjoyment of being a "contributing member of the team". It also encourages other employees to strive to excel.

It is my personal goal that we show our appreciation to the employees that provide the outstanding service often associated with our Division and I can think of no higher honor than being recognized for outstanding character or services by ones peers.

Our Division's Awards Program has been established to recognize this competence, dedication, and innovation; and to instill the sense of involvement. However, each of you must participate through the nomination process, and some to the extent of serving as a member of the Awards Committee, to provide appropriate recognition of all deserving employees. By working together, we can make this program truly meaningful to division staff and supporters.

Sincerely,

Philip K. McKnelly

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2.0 INTRODUCTION

- 2.1 This guideline sets forth Division policy and standards for organization, administration and implementation of the Division's awards program. It also addresses the Department's needs for a Departmental Awards Subcommittee for the Division of Parks and Recreation to review nominations for Departmental awards. The following procedures and enclosed reference material supersedes all previous directives and memoranda relating to the subject and shall remain in effect until further notice.
- 2.2 All Division employees may use this program as a method for recognizing superior service to the Division. Management is urged to use this policy in recognizing and awarding contributions made by their staff. Failure to utilize this program as a management tool may cause us to lose valuable and dedicated Division employees or affect staff morale

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3.0 PROGRAM GOALS

- 3.1 RECOGNITION: To recognize Division employees' contributions through superior performance, personal or professional accomplishments, initiation of new programs that benefits the Division, completion of outstanding work that other employees will see exemplifies Division needs, courageous handling of emergency situations, outstanding park safety programs, and performance substantially beyond expectations on a specific assignment.
- 3.2 DEVELOP RECIPIENT STANDARDS: To recognize the superior level of performance and dedication that will act as a standard for employees to work toward.
- 3.3 TEAMWORK: To develop a sense of teamwork within the Division by making all employees aware of all sections' contributions toward a quality Division program.
- 3.4 MAINTAIN EMPLOYEE MORALE: To develop and maintain high employee morale through recognition of dedicated performance which benefits the entire Division. This program will provide additional recognition other than financial reward.

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4.0 PROGRAM RESPONSIBILITIES

- 4.1 DIRECTOR: Establishes the Division Awards Committee and appoints members. Through the Division Awards Committee, develops program policy and standards, reviews recommendations, and selects recipients for awards. The Director directs the presentation of awards according to policy guidelines.
- 4.2 DIVISION AWARDS COMMITTEE: It shall be the purpose of the Division Awards Committee to solicit nominations for awards, review nominations, and recommend recipients to the Director. The Committee shall also develop awards guidelines and act as the Department Awards Subcommittee for the Division.
- 4.3 AWARDS COMMITTEE CHAIRPERSON: The chairperson will organize the committee, assign specific duties to individual members or subcommittees, call meetings of the committee and coordinate publicity efforts. The Awards Committee Chairperson should also report to the Director all actions taken by the committee.

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5.0 DIVISION AWARDS COMMITTEE

- 5.1 COMPOSITION: The Awards Committee shall be composed of five members. New members will be appointed by the Director in January of each year. Members will reasonably reflect the employment proportion of sections within the Division; namely, one member from each of the following: south district, east district, west district, north district, Raleigh office. A quorum of the Committee shall be three.
- 5.2 TERMS OF OFFICE: Terms of membership for each committee person will be five years. Rotation to new appointees occurs at the rate of one member per year beginning with the north district and subsequently occurring in the south district, east district, west district, and the Raleigh office. The chairperson will rotate annually so that each Committee member shall have the opportunity to serve at least one year in that capacity.
- 5.3 FUNCTIONS: Functions of the Awards Committee shall be to develop guidelines for the Division awards program, to establish award categories, to develop the nomination process, to solicit nominations, to develop recommendations to the Director for the recipients and to act as the Department Awards Subcommittee shall be to solicit and review nominations for Department awards and submit prioritized recommendations to the Director for review and transmittal.
- 5.4 MEETING SCHEDULE: The Committee shall meet quarterly, with provision for special called meetings as needed.

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6.0 AWARD CATEGORIES AND CRITERIA

6.1 DISTINGUISHED SERVICE AWARDS: General Criteria

6.1.1 SUPERIOR PERFORMANCE: Performance that has clearly increased the productivity, economy, efficiency or effectiveness of the Division's operations.

6.1.2 PERSONAL OR PROFESSIONAL ACCOMPLISHMENTS: Training and learning new tasks to advance their career with the Division or any outside recognition from a professional operation.

6.1.3 CONTRIBUTION TO THE DIVISION: An employee initiates new programs that will benefit the Division or exemplifies outstanding work that other employees will benefit from.

6.2 SPECIAL ACHIEVEMENT AWARD: This type of recognition is appropriate when an employee or group of employees perform(s) substantially beyond expectations on a specific assignment of a non-recurring nature. This may involve performance of assigned duties with special effort or innovation that resulted in significant economies or other highly desirable benefits, creative efforts that made important contributions to Division programs, or exemplary or courageous handling of an emergency situation related to official employment.

6.2.1 STATE PARKS AWARD: This award may be granted by the Division Director to recognize individuals or agencies outside the Division for their programs, projects, or service which benefited the Division.

6.3 HEROISM AWARD: This award goes to employees or volunteers who perform an act of heroism. Heroism is defined as saving or assisting in saving life, or the attempting thereof, or the saving of significant property associated with the Division's activities or facilities, at risk to their own life.

6.4 PARK SAFETY RECOGNITION: This award will be given annually to individual parks where there have been no preventable lost time accidents reported involving Division staff. The Safety Committee will submit their nominations to the Awards Committee. Recognition will be made to qualifying parks through presentation of a framed certificate.

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6.5 OTHER AWARDS: (not handled by Awards Committee)

6.5.1 ANNUAL SERVICE AWARDS: This award recognizes an employee's years of service to the state in five year increments.

6.5.2 STATE EMPLOYEE SUGGESTION SYSTEM: The "Suggestion System": is a meritorious service award program which provides for equitable compensation and/or recognition to state employees who develop and submit valid suggestions that are used by the state. See Appendix A

6.5.3 VOLUNTEER AWARDS: There are certificates, pins, plaques, and buttons available for recognizing volunteers. Refer to section 12.10 of Division's Volunteer Program Guidelines.

6.5.4 SCIENCE NUMBER AND FREQUENCY: There is no limit to the number and frequency of these types of awards provided the special act or service warrants recognition.

6.6 AWARDS NUMBER AND FREQUENCY: There is no limit to the number and frequency of these types of awards provided the special act or service warrants recognition.

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7.0 NOMINATING PROCEDURE

- 7.1 ELIGIBILITY: Any employee (seasonal, temporary, permanent, and part-time) or park or program or section within the Division and contributors outside the Division are eligible for established awards based on the criteria listed.
- 7.2 WHO MAY NOMINATE: All Division employees may nominate anyone they feel may qualify for such an award.
- 7.3 WHEN TO NOMINATE: Award nominations should be submitted to the Awards Committee as soon as a contribution has been made.
- 7.4 HOW TO NOMINATE: Nominations for Division awards should be made on a Division Awards Nomination Form (see Appendix B). Nominations should be to the Division's Personnel Technician or any current Awards Committee member.

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8.0 SESLECTION

8.1 REVIEW FREQUENCY: The awards committee will review nominations quarterly. Committee members nominated for an award shall not participate in committee discussion or action on the nomination.

8.2 RECOMMENDATION AND SELECTION: selection shall be made by a majority vote of those present. The committee shall send its recommendations to the Division Director for approval.

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9.0 AWARDS PRESENTATION PROCESS

- 9.1 RESPONSIBILITY FOR DISTINGUISHED SERVICE AND SPECIAL ACHIEVEMENT AWARDS: The Division Director or his designee will present the Distinguished Service and Special Achievement Awards preferably in a public ceremony within the quarter in which selection is made.
- 9.2 RESPONSIBILITY FOR ANNUAL SERVICE AWRDS: Annual Service Awards should be presented by the employee's immediate supervisor. In the case of field personnel, service awards will be presented by the individual park superintendent and district superintendent. Every attempt should be made to present these awards in a public ceremony.
- 9.3 RESPONSIBILITY FOR PARK SAFETY RECOGNITION: This recognition will be given annually to the selected individual parks in a public ceremony by the Division Safety Officer and/or district superintendent.
- 9.4 RESPONSIBILITY FOR PUBLICITY OF ALL AWARDS: The Awards Committee chairperson shall provide information to the Public Information Officer who shall be responsible for contacting the award recipient's area newspaper to encourage articles recognizing the recipient and their accomplishments

APPENDIX A

Suggestion Form Employee Suggestion System

Instructions

BE SURE TO READ THE ELIGIBILITY REQUIREMENTS AND RULES ON THE REVERSE OF THIS FORM BEFORE YOU BEGIN

1. Type or print with ink.
2. Attach additional pages if necessary (be sure to indicate the question number you are continuing).
3. Put only one suggestion on each form.
4. If you need help, ask your supervisor or your department's Suggestion System coordinator.
5. Sign and date your suggestion.
6. Send to: Employee Suggestion System, N.C. Dept. of Administration, 116 W. Jones St., Raleigh, N.C. 27603-8003.

Awards Nomination Form
North Carolina Division of Parks and Recreation

1. Person and title or park being nominated: _____

2. Type of Award Nomination:

_____ Distinguished Service
(superior performance that has clearly increased productivity, efficiency or effectiveness of the Division's operations; personal or professional accomplishments through training or learning new tasks to advance their career with the Division or outside recognition by a professional organization; the initiation of new programs that will benefit the Division or exemplifies outstanding work that other employees will benefit from)

_____ Special Achievement
(recognition for an employee or group of employees that perform substantially beyond expectations on a specific assignment of a nonrecurrent nature; may involve duties with special effort or innovation that resulted in significant economies; creative efforts that contribute to Division's programs; exemplary or courageous handling of an emergency related to official employment)

_____ State Park Award
(recognition granted by the Director for individuals or agencies outside the Division for their programs, projects, or service that benefit State Parks and Recreation)

_____ Heroism
(awarded to employees or volunteers; heroism is defined as the saving or assisting in the saving of life, or the attempting thereof, or saving of significant property associated with Division activities or facilities at risk to the individual's own life)