

PHYSICAL PLANT
OPERATING POLICY AND PROCEDURE

PP/OP 08.05: Department of Utilities Awards Program

DATE: February 16, 2009

PURPOSE

The purpose of the Physical Plant Operating Policy and Procedure (PP/OP) is to provide an administratively simple method of initiating, processing, approving or disapproving, and completing final action of performance awards for Section of Utilities employees. Information concerning Physical Plant safety and attendance awards is in PP/OPs 02.01 and 03.03, respectively. This PP/OP supplements, but does not replace University OPs. For information concerning awards programs administered at University level, see the appropriate University OP.

REVIEW

This PP/OP will be reviewed in November of every four years by the director for utilities with recommendations forwarded to the director for physical plant.

POLICY AND PROCEDURE

The Department of Utilities Awards program will ensure that employees who demonstrate quality work and strive for and achieve high levels of excellence receive timely recognition. The program will identify those who have made outstanding contributions towards successful accomplishment of the department's mission.

1. Criteria

The program will recognize those people who, through consistent outstanding work or a single, noteworthy act;

- a. Enhance accomplishment of the department mission;
- b. Suggest or implement a change to a process within the department resulting in cost savings, reduced administration burden, more timely accomplishment of assigned tasks, safe practices, or other operational improvements;
- c. Make outstanding contributions to the Continuous Quality Improvement (CQI) efforts in the department through service on an Employee Involvement Group (EIG), Task Assigned Group (TAG), or specific task or assignment;
- d. Display superior workmanship, cooperation, and professionalism;

- e. Demonstrate exceptional progress in Personnel Qualification System (PQS) and attendance at weekly training.

NOTE: *Employees who simply come to work, do their job, and go home, meeting minimum standards, do not meet the criteria for an award. Those people who contribute at levels above than normally expected will be recognized. Note also that disciplinary problems are inconsistent with superior performance; individuals with a record of disciplinary action within the most recent 12-month period will not normally be considered for an award.*

2. Types of Awards

The following department awards will be awarded:

- a. *On-The-Spot:* Awarded for a single outstanding act reflecting superior dedication and achievement.
- b. *Safe Employee:* Awarded for demonstrating an outstanding safe act, suggestion, or improvement.
- c. *Employee of the Quarter:* Awarded for demonstrating superior performance as stated in the award criteria.
- d. *Employee of the Year:* Awarded for demonstrating consistent superior performance as stated in the award criteria.

3. Requirements

- a. An employee may only be selected for Employee of the Quarter twice per year.
- b. An employee must have been a previous Employee of the Quarter to be nominated and selected for Employee of the Year of that same fiscal year.
- c. One employee will be selected from the Section of Utilities for Employee of the Quarter. One Employee of the Year will be selected from the previous four quarters from the Section of Utilities. However, the Awards Committee reserves the right to omit a nomination, or refrain from voting completely.

4. Processing

a. *On-the-Spot award:*

On-the-Spot awards are intended to give supervisors a means of providing fast recognition for outstanding performance. Award of an *On-the Spot* award does not preclude nomination for a different award for the same action. Supervisors may present an *On-the-Spot* award to an individual at any time. No other approval is required. The award will be presented at the time and place selected by the supervisor giving it. This award does not require the approval of the Awards Committee.

b. *Safe Employee awards:*

Safe Employee award is given to an employee who performs, practices, and/or makes a suggestion of improvement dealing with safety. Any employee may nominate another employee for *Safe Employee* at any time. The nomination will contain a detailed explanation of the specific action(s) for which the recipient is being nominated and the result of the action(s). This award will be presented upon approval from the nominee's supervisor at the time and place selected by the supervisor. This award does not require the approval of the Awards Committee.

c. *Employee of the Quarter and Employee of the Year awards:*

- (1) Any employee may nominate another employee for the *Employee of the Quarter* and *Employee of the Year* award at any time. Nominations for EIG/TAG participation awards must be made by someone who served on the group with the recommended individual, or any member of the Director for Utilities staff. The nomination will contain a detailed explanation of the specific action(s) for which the recipient is being nominated and the result of the action(s) in terms of improved performance, enhanced customer service relations, cost savings, or other factors deserving recognition.
- (2) The documentation will be submitted to the nominated employee's immediate supervisor no later than the first day of the last quarter month (Aug, Nov, Feb, and May).
- (3) Nominations for *Employee of the Quarter* and *Employee of the Year* will be processed through the supervisory chain of command with each supervisor recommending approval or disapproval of the nomination, taking into account any disciplinary action, and will forward it to the next level supervisor within one working day of having received the recommendation. Once all supervisors have reviewed the nominations, they will be forwarded to the Utilities Project and Training Coordinator (PTC).
- (4) No later than the 10th working day of last quarter month (Aug, Nov, Feb,

May), the Manager for Utilities (MU) will convene the Department of Utilities Awards Committee. The committee will consist of one supervisor, the Utilities Project and Training Coordinator (PTC) and three non-exempt employees from the section of Utilities. The MU will act as a non-voting committee chairperson and secretary. Each nomination will be voted separately with final decisions made by a simple majority rule. In the event of a tie (possibly due to a member's absence), the MU will cast the deciding vote. Results will be compiled by the MU and reported to the supervisors no later than the 20th of the last quarter month (Aug, Nov, Feb, May).

- (5) Once approved by the Awards Committee, awards will be processed for presentation at the monthly safety meeting.
- (6) Employees selected for *Employee of the Quarter* and *Employee of the Year* will be submitted for the Physical Plant Quarterly and annual awards.

5. Recognition of Awardees

CATEGORY OF AWARD	AWARD	PRESENTED AT
On-The-Spot	Pen, Mug, Key Chain or T-Shirt	Safety Meeting
Safe Employee	Certificate and T-Shirt	Safety Meeting
Employee of the Quarter	Plaque	Safety Meeting
Employee of the Year	Plaque and Pen set	Director's Update

RESPONSIBILITIES

POSITION

SECTION

MONTH

Director for Utilities

Review

November
(Every Four Years)

APPROVED: _____
Reviewer

APPROVED: _____
Director for Physical Plant