


Idaho Department of Correction 	Department- Wide General Administration	Control Number: 128.00.01.001	Version: 1.4	Page Number: 1 of 10
		Title: Recognition and Awards		Adopted: 2-25-2011 Reviewed: 2-25-2011

To: Agency Leaders

From: Henry Atencio

Date: 5/2/2018

Re: **Guidance for Employee Recognition**, SOP 128.00.01.001 v1.4

The information in this memo supersedes the information in the SOP. Adjustments will be made to the existing SOP during the next review.

Recognition

Items less than \$20.00 can be purchased for performance recognition. The items cannot have cash value (theater tickets, gift cards, etc.) and performance must be acknowledged. These items should be documented with the item and reason for recognition within your own facility. Examples would include: books, trinkets, motivational posters, frames, plants, and stationery items.

Employee Social Gathering

All state funded official meeting refreshments (and meals) must adhere to state travel policies.

1. At least 5 attendees
2. At least 3 (or 6) hours long
3. Published agenda
4. Mandatory attendance
5. Not a regularly held staff meeting
6. Sign-in sheet, etc.

State funds cannot be used for social events.

Donations may be made to the Morale Task Force (payroll deduction is available). This would be a good way to help with holiday celebrations or recognition weeks.


Longevity Awards

Milestone certificates should continue to be distributed in a frame for employees. Employees over 20 years will receive a letter from the Governor.

Retirements

A retirement certificate frame may be given only to employees that retire from the agency, and \$30.00 is the maximum amount that can be used to pay for it.

A retirement letter from the Governor may be requested. Please contact Jana Becerra in HR to assist in that process.

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		Title: Recognition and Awards		Adopted: 2-25-2011 Reviewed: 2-25-2011 Next Review: 2-25-2013

This document was approved by Brent Reinke, director of the Idaho Department of Correction, on 2/25/11 (signature on file).

BOARD OF CORRECTION IDAPA RULE NUMBER

None

POLICY STATEMENT NUMBER 128

Recognition and Awards

POLICY DOCUMENT NUMBER 128

Recognition and Awards

DEFINITIONS

Standardized Definitions List

Fiscal Staff: Any person, regardless of official title, responsible for compliance with State of Idaho and Idaho Department of Correction (IDOC) accounting standards and data entry.

Manager: An employee appointed to manage, direct, and control a designated work unit. Managers include division chiefs, deputy division chiefs, facility heads, deputy wardens (or seconds-in-command), district managers, designated lieutenants, program managers, or any appointed unit manager.

Statewide Accounting and Reporting System (STARS): The State of Idaho's Office of the State Controller's computer system that is used for processing and reporting accounting transactions.

PURPOSE

The purpose of this standard operating procedure (SOP) is to ensure that:

- Standards are established and consistent internal controls exist to manage and support all recognition events and related expenditures (to include awards);
- Idaho Department of Correction (IDOC) employees and volunteers are recognized for their service and performance;
- IDOC employees are recognized for their ideas and concepts that improve IDOC practices, methods, procedures, or result in savings for the IDOC;
- IDOC offenders are recognized for good behavior; and

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- The Idaho Department of Correction (IDOC) is accountable for its various budgets (e.g., annual, operating, administrative, employee recognition) **and** the Offender Management Fund and for accurately reflecting the budgetary statuses in the Statewide Accounting and Reporting System (STARS).

SCOPE

This SOP applies to all IDOC employees and recognition events.

Note: Recognition, awards, etc. that are paid for with funds raised by the Morale Task Force for employee events do not apply to this SOP.

RESPONSIBILITY

The IDOC Leadership Team

The IDOC Leadership Team is responsible for:

- Implementing, overseeing, and monitoring the provisions provided herein; and
- Selecting and presenting all specialty awards and incentive awards (see section 4).

Note: The Leadership Team consists of the director of the IDOC, division chiefs, and the director's administrative support manager.

Executive Financial Officer

The executive financial officer (or designee) is responsible for ensuring that the:

- IDOC complies with the provisions provided herein; and
- Recognition events and related expenditures (to include awards) are reasonable and in accordance with IDOC goals.

Director of Human Resource Services (HRS)

The director of HRS (or designee) is responsible for the monthly distribution of sign-off sheets **and** service awards to Central Office, correctional facility, or probation and parole district office locations.

Managers

Managers (specifically unit heads or designees) are responsible for:

- Implementing this SOP and ensuring staff adhere to the guidelines provided herein;
- Oversight of their Central Office, correctional facility, or probation and parole district office location recognition events and related expenditures (to include awards);
- Ensuring recognition events and related expenditures (to include awards) comply with the provisions provided herein; and
- Establishing their location's process for selecting award recipients.

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Fiscal Unit Staff

Designated Fiscal Unit staff (located at Central Office) shall be responsible for ensuring that:

- Accounting regulations and State of Idaho law are complied with;
- They accurately and promptly process all payments and payment commitments so that the status of annual appropriations can be accurately monitored and reported by STARS; and
- They provide their assigned locations guidance and direction in reviewing spending requests and actual reports for recognition events and related expenditures (to include awards).

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GENERAL REQUIREMENTS

1. IDOC's Obligation to be Fiscally Responsible

The State of Idaho is bound by its Constitution to operate within a fixed and balanced budget established by the Idaho legislature and approved by the governor of Idaho.

The operating budgets of individual State of Idaho agencies are established annually for fiscal years. (Fiscal years beginning July 1 and ending June 30 of the following year.)

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Appropriation acts establishing annual agency operating budgets are law, and the limits of those budgets cannot be exceeded.

The IDOC has an obligation to make reasonable use of public funds through effective and efficient operations (through compliance with applicable laws, rules, and regulations). In order to assist IDOC managers (unit heads) in determining whether a recognition event and related expenditures (to include awards) are allowable, managers shall refer to the [Expenditure Matrix](#).

Note: For the purpose of this SOP, managers shall primarily refer to the 'recognition' section of the Expenditure Matrix. If expenditure is allowable, the matrix will provide the allowed amount, the required approval authority, and other requirements that must be met.

All recognition events and related expenditures (to include awards) must be:

- Properly authorized;
- For employee or volunteer work performance (or behavior if an offender);
- Essential in achieving the goals or fulfilling the responsibility of a particular division, facility, etc.; and
- Presented to employees, volunteers, and offenders in the most economical and practical manner.

Managers (unit heads) must use good discretion to ensure all recognition events and related expenditures (to include awards) are equally considered. For example, giving one employee a thirty dollar (\$30) gift and another employee a ten dollar (\$10) gift is not appropriate.

2. Budgets

Central Office, each correctional facility, and each probation and parole district office location will be allotted a budget that must be strictly adhered to.

Employee and Retiree Recognition

The Budget Unit (located at Central Office) will develop an annual recognition budget for non-retiring employees in the amount of twenty dollars (\$20) per person total, per fiscal year, per Central Office, correctional facility, and probation and parole district office location. (Recognition budgets will be created from each office [central or district] or facility's administrative budget.)

The annual recognition budget for retirees will be included in Human Resource Services' (HRS) budget. Seventy-five dollars (\$75) per person total will be provided for recognizing retirees. The Budget Unit will move these funds at the time of the employee's retirement. Manager (unit head) approved requests should be forwarded directly to the Budget Unit, prior to the expenditure.

Offender Recognition

There is no specific budget defined for offender recognition; however, managers (both the unit head **and** division chief) must approve offender recognition in advance. For instruction on how to track an offender recognition expenditure, see section 3.

Volunteer Recognition

Managers (unit heads) shall primarily refer to the 'other expenses' section of the Expenditure Matrix.

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3. Expenditure Approval

All expenditures for recognition and related expenditures (to include awards) must be approved in advance of any purchases being made. If a purchase is made prior to approval, the purchaser will be solely responsible to absorb the full cost. To avoid having to absorb the full cost and pay out-of-pocket, the purchaser must ensure that:

- All paperwork is approved by the proper approval authority; and
- All expenditures fall within the expenditure criteria (see section 1), as applicable, **and** the Expenditure Matrix.

Note: Neither this SOP nor the Expenditure Matrix is inclusive of every recognition event or related expenditure. If a recognition event or related expenditure is not provided in the Expenditure Matrix, check the subsection below titled 'non-allowable expenditures', and if the event is still in question, contact the Fiscal Unit (located at Central Office) for guidance. The Fiscal Unit may advise that the recognition event and/or related expenditure is an allowable expenditure and will inform the requestor as to who the appropriate approval authority is and what the process for approval is.

Allowable Employee and Retiree Recognition Expenditures

All employee recognition and related expenditures (to include awards) shall be tracked and charged using the applicable sub-object detail code (see the Expenditure Matrix). Managers (unit heads) must monitor and be able to support all expenditures. The way in which managers elect to spend their recognition budgets will be at their discretion, as long as their discretion is in accordance with this SOP **and** the Expenditure Matrix. The Budget Unit will provide monthly reports (taken from the STARS) to assist managers with the monitoring process.

Allowable Offender Recognition Expenditures

All offender recognition shall be tracked using the applicable sub-object detail code (see the Expenditure Matrix). Offender recognition will be charged to the Offender Management Fund (see SOP [114.03.03.014](#), *Revenue: Inmate Management Fund*) until those funds are exhausted, at which time, other facility funds will be used. Managers (both the unit head **and** division chief) must approve offender recognition in advance.

All Other Allowable Recognitions and Related Expenditures

Managers (unit heads) shall primarily refer to the 'other expenses' section of the Expenditure Matrix.

For activities such as parole officer week, correctional professional week, open houses, and volunteer recognition, an [Event Request Form](#) outlining the event, must be submitted in advance to the appropriate approval authority. (See the Expenditure Matrix.)

Non-allowable Expenditures

Questions are often raised regarding several miscellaneous activities and whether they are allowable expenditures. As a result, the Leadership Team determined that the following shall be non-allowable expenditures:

- Christmas parties, bowling, golfing, etc.;
- Flowers or gifts for sick or hospitalized employees;

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- Flowers or gifts for the death of an employee **or** non-IDOC person;
- Alcoholic beverages;
- Payment for employee spouses, partners, or dates when they attend activities;
- Recognition of non-State of Idaho employees other than volunteers;
- Any non-performance related expenditure; and
- Shirts (non-standard issued uniforms) – not allowable with State of Idaho funds unless taken from the annual recognition budget (for employees) **and** approved in advance by the appropriate manager (unit head).

4. Awards

Employee of the Quarter (EOQ) Award

The EOQ award is presented to an employee who has performed above and beyond his normal responsibilities and exemplify:

- Respect for staff, supervisors, offenders, and the public
- Teamwork and attitude
- Contributions to the IDOC's mission and goals
- Interpersonal and communications skills
- Professionalism
- Customer service

Managers (unit heads) at Central Office, each correctional facility, and each probation and parole district office location will determine the process for selecting award recipients.

Appendix A, [Employee of the Quarter Award Nomination Form](#), shall be used for nominating employees for EOQ awards.

EOQ awards will consist of a plaque that shall not cost more than fifteen dollar (\$15). The cost of the plaque will be covered by each location's administrative budget. Any additional recognition associated with the EOQ Award must be covered through fund-raising events.

Specialty Awards

Specialty awards are presented by the Idaho Board of Correction, the director of the IDOC, and division chiefs (or designees).

Note: Recognition of non-State of Idaho employees is at the discretion of the director **and** must be funded through personal contributions or fund-raising events.

The applicable nomination form must be submitted first to the appropriate manager (unit head), who will then submit the form to the division chief. The division chief will then review the forms to see if the award criteria is met and the supporting information supports the nomination. The division chief will then submit all satisfactory forms to the director **and** Board of Correction for approval. (Either the director or chair of the Board, may approve the award.)

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The cost of the following specialty awards shall not exceed seventy-five dollars (\$75) and shall be charged to the Director's Office administrative budget:

Exceptional Service Award

The Exceptional Service Award (not to be confused with the Service Award) is presented to an employee or a group of employees who through some action or accomplishment has brought distinction or acclaim:

- To himself;
- The community;
- His work location;
- The IDOC; or
- The corrections profession.

Appendix B, [Exceptional Service Award Nomination Form](#), shall be used for nominating employees for exceptional service awards.

Heroism Awards

Heroism awards consist of the following three (3) types and are presented to employees for the reasons described.

- Silver Cross – For displaying prompt or alert action resulting in a life being saved **or** the prevention of serious injury to others **and** for demonstrating exceptional care for other individuals.
- Medal of Honor – While serving in an official capacity with the IDOC, for displaying exceptional bravery **or** heroism beyond the expectations of normal demands of correctional service **and** for displaying great courage in the face of immediate danger.
- Medal of Valor – For the loss of his life **or** for sustaining a critical injury (or injuries) in the line of duty.

Appendix C, [Heroism Award Nomination Form](#), shall be used for nominating employees for heroism awards.

Service Award

In recognition of longevity of service, an employee is eligible to receive recognition for the number of years he has been employed with the State of Idaho. The Service Award (not to be confused with the Exceptional Service Award) is awarded in increments of five (5) years of service and consists of:

- A certificate (signed by the governor of the State of Idaho); and
- A gift card.

Gift card awards shall be determined based on years of service as follows:

Five (5) years = twenty dollars (\$20)
 10 years = thirty dollars (\$30)
 15 years = forty dollars (\$40)
 20 years = fifty dollars (\$50)

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25 years = sixty dollars (\$60)

> than 25 years = seventy five dollars (\$75) at each five (5) year increment.

HRS will distribute monthly a sign-off sheet **and** service awards to managers (unit heads), as applicable. The employee's manager (unit head or designee) must present the Service Award to the employee during a location meeting or recognition event. Managers shall obtain on the sign-off sheet, the signature of each employee receiving a Service Award, and forward the signed sign-off sheet to HRS (located at Central Office).

Budgets (employee and retiree recognition) for service awards shall reside with HRS.

Employee Incentive Award

The Employee Incentive Award is presented to an employee who developed a new concept or made a recommendation for improvement of the efficiency and economy of IDOC performance, procedures, and methods.

An employee shall use appendix D, [Employee Incentive Award Form](#), to submit his idea or recommendation to his manager (unit head). The manager (or designee) shall be responsible for routing the form to the division chief for assessment. The division chief (or designee) shall review and evaluate the idea or recommendation with the Leadership Team. The employee's idea or recommendation shall be evaluated based on the following criteria:

- The potential to conserve man hours, supplies, equipment, and operating costs; or
- How the idea or recommendation contributes to enhancing service to the public.

Note: An award will not be given when the idea or recommendation represents a part of the normal duties of the employee, or when the employee has the sole authority to implement the idea or recommendation. All rejections of an idea or suggestion will be accompanied by a reasonable explanation for the rejection.

When there is an identical idea or recommendation submitted, and the Leadership Team approves the idea or recommendation for an incentive award, the date that the *Employee Incentive Award Form* was received shall determine who is granted the award.

Group suggestions shall be treated as one, and any award presented shall be evenly divided amongst the group.

An Employee Incentive Award may be granted up to a total of twenty-five percent (25%) of the savings realized from the idea or recommendation. The award shall not exceed two thousand dollars (\$2000). (Idaho Administrative Procedure Act [IDAPA] 15.04.01, section 075.02.)

Note: If the idea or recommendation deserves an award larger than two thousand dollars (\$2000) (e.g., it will provide a savings for multiple agencies), see IDAPA 15.04.01, section 075.02.

5. Fiscal Unit Staff: Sub-Object Detail Coding for Recognition Expenditures

Fiscal Unit staff (located at Central Office) are required to properly code or verify the sub-object detail coding for all recognition expenditures. All recognition expenditures shall be coded in accordance with the Expenditure Matrix.

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Note: When refreshments or meals are associated with employee recognition (e.g., cake and punch are purchased in honor of an employee retirement), the refreshments or meals shall be charged to the employee recognition sub-object detail code, not the refreshments sub-object detail code. Descriptions for the different types of recognition events have been defined in the Expenditure Matrix and should be followed and recorded in STARS as described.

REFERENCES

Appendix A, [*Employee of the Quarter Award Nomination Form*](#)

Appendix B, [*Exceptional Service Award Nomination Form*](#)

Appendix C, [*Heroism Award Nomination Form*](#)

Appendix D, [*Employee Incentive Award Form*](#)

[*Event Request Form*](#)

[*Expenditure Matrix*](#)

Idaho Code, Title 67, Chapter 53, Section 67-5309D, *Other Pay Delivery Options*

IDAPA 15.04.01, *Rules of the Division of Human Resources and Personnel Commission*, Section 075.02, Employee Suggestion Award

Standard Operating Procedure [114.03.03.014](#), *Revenue: Offender Management Fund*

State of Idaho, Division of Human Resources (<https://dhr.idaho.gov/>)

State of Idaho, Office of the State Controller (<https://www.sco.idaho.gov/>)

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