

Peer Recognition Award Guidelines

1. Governing Regulation

This guideline is governed by Administrative Procedure [10.04 Employee Recognition Awards](#).

2. Purpose

The purpose of peer recognition awards is to: (1) supplement the agency's Employee Recognition Awards program with a shortened impact-to-award process; (2) provide a process where employees can officially recognize their peers at the local level; (3) foster early recording of contributions and achievements that can underlie and support Director through Department level awards.

3. Nominations

Any employee may nominate another employee for recognition of noteworthy performance in the workplace. Nominees distinguish themselves by accomplishments and contributions, typically to a lesser degree than that of departmental or higher awards. These deeds are locally viewed as "great-job" efforts as seen by fellow employees. There is no minimum length of service requirement for a nominee to be eligible for this award.

4. Processing and Approval

- a. The [nomination form](#) is available on the agency Forms webpage. The nominating employee (award sponsor) may submit the completed form to Employee Development (ED) by any common means of office communication.
- b. To provide timely impact-to-award recognition, routing at the agency level includes only: (1) the ED department head for review, confirmation of nominee's supervisor support and preparation of the certificate, and (2) the Director or his designee for approval.
- c. ED sends the approved original certificate of achievement or appreciation to the award sponsor for presentation to the nominee and places a copy in the nominee's personnel file. ED attempts to do this in as timely a manner as is reasonable, subject to the availability of the Director or his designee. Electronic copies are distributed by ED to the respective department head and associate director. ED also coordinates with the respective department head for inclusion in Jostle news or similar internal communications forums.
- d. Award sponsors are encouraged to work with local leadership to create a meaningful award event for the recipient, as well as to personally present the award. Sponsors may request participation by the Director or other senior leaders, as available.

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