



POLICY STATEMENT

Policy Statement 4030.1

Policy Area: Human Resources

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Approved: *Susan W. Shaffer*
Susan W. Shaffer, Director

Awards and Recognition Program

I. POLICY

Monetary incentives and non-cash forms of recognition are effective management tools that help employees focus on the accomplishment of the goals and objectives of the D. C. Pretrial Services Agency (PSA). PSA's Awards and Recognition Program acknowledges successful and meritorious performance within the applicable limits of law and regulation. The awards that may be given under this policy are intended to reinforce the critical importance of successful performance and valuable contributions to a performance-based, results-oriented organization.

II. COVERAGE

This policy applies to all PSA employees except those in Senior Level (SL) or equivalent positions, or volunteer personnel.

III. RESPONSIBILITIES

- A. The Director of PSA is responsible for setting general policies governing the Awards and Recognition Program and for providing adequate funding for awards within projected budget restrictions.
- B. The Director of PSA or designee is responsible for review and action on awards as described below.
- C. Office Directors (namely, the Operations Director, the Director, Finance and Administration (F&A) and the Director, Human Resources, Strategic Planning, Analysis and Evaluation (HRSPAЕ) are responsible for developing and securing approval of the performance goals that provide the basis for measuring performance in their organizations. These officials are also responsible for: (1) determining what levels of performance merit special recognition; (2) identifying ways to recognize and reward employees whose performance is exemplary; (3) creating an environment where employees are valued for their contributions; (4) reviewing all awards within their respective organizations to ensure

fairness, equity and consistency; and (5) specifically reviewing and taking or recommending action as described below. The Deputy Director is responsible for these functions for staff of the Office of the Director.

- D. Supervisors at all levels are responsible for identifying and recognizing performance, contributions and service that warrant special recognition.
- E. The Director, HRSPAE is responsible for implementation and oversight of the Awards and Recognition Program, ensuring its fair, equitable and consistent administration throughout PSA; developing and maintaining relevant policies and procedures; providing advice and guidance to managers and supervisors in the administration of the Program; monitoring and guiding employee recognition efforts; and processing personnel actions pursuant to this Policy.
- F. The Director, F&A is responsible for providing budgets as necessary when allowed by PSA budget parameters. Additionally, F&A is responsible for managing the awards and recognition budget at the PSA level and for providing budgets to Office Directors as appropriate.

IV. DEFINITIONS

- A. Award. Formal recognition of an employee or team achievement that contributes to meeting organizational and PSA goals or improving the efficiency, effectiveness or economy of PSA.
- B. Length of Service Award. A certificate given to honor PSA employees for length of government service.
- C. Non-monetary Employee Recognition. Awards that are honorary and recognize exemplary accomplishment without cash payments.
- D. On-the-Spot Award. An award, in increments of \$50.00, with a minimum of \$50.00, not to exceed \$200.00, per person per event. This award provides prompt recognition of a special effort or accomplishment.
- E. Performance Award. An individual cash award based on the performance of duties as documented in the most recent rating of record.
- F. Quality Step Increase (QSI). An additional within-grade salary increase of one step based on "Outstanding" performance as documented in a current performance rating. This award is given only in rare circumstances to recognize the highest levels of performance.
- G. Special Achievement Award. A lump-sum cash award made to individuals or groups for particularly meritorious performance or results on special projects. Special achievements

normally involve non-recurring projects and/or assignments outside the normal duties of the individual's or team member's position or those occurring under unusually difficult, complex or arduous circumstances.

- H. Suggestion Award. A cash or non-monetary award for a suggestion that is submitted in writing by one or more employees and is evaluated as directly contributing to the economy, efficiency or increased effectiveness of PSA or the Federal government. See Human Resources Management Instruction, Employee Suggestion Procedures.
- I. Team or Group Award. A non-monetary or monetary award that recognizes achievement by a team or other identifiable group.
- J. Time-Off Award. An award that recognizes special effort or accomplishment and permits an individual to be away from his/her job during official work hours without charge to leave.

V. AWARD ELIGIBILITY

Criteria are established to determine basic employee eligibility for various awards. Specific requirements and effects associated with each award make the review of the employee's particular situation a crucial part of selecting the most appropriate award. The supervisor or other nominating official is responsible for assuring that an award nominee meets the requirements for the recommended award. Minimum requirements for awards are listed below.

A. On-the-Spot Award:

- The nominee has at least 90 days of service at or above the "Fully Successful" performance level
- The award is for a specific act or service and is not for overall performance
- The nominee reflects the high standards of a law enforcement agency

B. Performance Award:

- The nominee has a current performance appraisal of "Excellent" or "Outstanding" and has been employed at PSA for at least 12 months
- Employees with between six and 12 months with PSA may be eligible for a pro-rated award depending on budget constraints
- The nominee reflects the high standards of a law enforcement agency

C. Quality Step Increase:

- The nominee has at least one year of service with a current performance rating of “Outstanding”
- The supervisor determines that there is high probability that the level of performance will continue
- The nominee has not received a QSI within the preceding 52 consecutive calendar weeks.
- The nominee reflects the high standards of a law enforcement agency

D. Special Achievement Award:

- The nominee has at least 90 days of service at or above the “Fully Successful” performance level
- The award is for a specific and particularly meritorious act or service and is not for overall performance
- The nominee reflects the high standards of a law enforcement agency

E. Time-off Award:

- The nominee has at least 90 days of service at or above the “Fully Successful” performance level
- The award is for a specific act or service and is not for overall performance
- The nominee reflects the high standards of a law enforcement agency

F. Team or Group Award:

- The nominees of the team or group have performed at or above the “Fully Successful” level
- The nominees reflect the high standards of a law enforcement agency

G. Suggestion Award: Procedures for this award are covered in a separate Management Instruction issued by HRSPAE. See Authorities and References, below.

VI. PERFORMANCE AND SPECIAL ACHIEVEMENT AWARD FUNDING

It is the policy of PSA to budget funding to support the awards program and other necessary expenses for non-monetary recognition. Awards budget determinations are made annually and depend on PSA's budget priorities each year. The Office Directors are provided budgets for On-the-Spot awards. These directors may in turn provide budgets for managers in their organizations. Additionally, the Director, HRSPAE ensures that sufficient funds are available to process each award by coordinating with F&A before processing the award.

VII. PROCEDURES

- A. Performance-Based Cash Awards. These awards may be given to recognize overall performance during the rating period, as documented in the annual performance rating. Employees rated at the "Excellent" or "Outstanding" level may receive cash awards. However, awards are in no case automatic, nor are they an entitlement. Awards are reserved to recognize those who demonstrate significant performance accomplishments and who also adhere to the high standards of a law enforcement agency.

Final approval of these awards is determined by the Director of PSA or his/her designee. Award amounts may be based on a percentage of base salary, without taking into account any locality-based pay or special law enforcement adjustment pay. HRSPAE announces the schedule for submission of ratings, calculates awards, prepares letters for the Director of PSA and processes actions. The award is included with the employee's regular salary payment.

- B. Special Achievement Awards. These awards, based on particularly meritorious accomplishment, may be given at any time during the fiscal year provided the requirements in Section V.D. are met. The award is to recognize a specific act or service that might include work performed on an unusually difficult case, a complex assignment, a highly visible project or work performed under unusually difficult, complex or arduous circumstances. The recommending supervisor prepares a written justification and forwards it through appropriate higher organizational levels to the Office Director. The Office Director forwards recommended awards to HRSPAE for review and forwarding to the Director of PSA or designee for approval.
- C. On-the-Spot Award. The On-the-Spot Award provides immediate recognition of a special effort or accomplishment and is made in a lump sum cash payment of \$50.00 increments, not to exceed a total of \$200.00. Supervisors recommending awards prepare a written justification and send it to the next higher organizational level. This official has final approval for this award in his/her organization. The approving official takes action on the award and forwards approved awards to HRSPAE for processing and to the Director of PSA for informational purposes. The award amount, minus appropriate tax deductions, is directly deposited to the employee's account.

- D. Quality Step Increase. A QSI is a significant form of recognition and is given only in rare circumstances to recognize the highest levels of performance. The employee receives an additional within-grade step increase; the effect is cumulative and may affect retirement benefits. An employee may be nominated for a QSI only if he/she has a current performance rating of "Outstanding" and if there is a high probability that the level of performance will continue. The recommending supervisor prepares a written justification and forwards it through the appropriate higher organizational levels to the Office Director. The Office Director forwards recommended awards to HRSPAE for review and forwarding to the Director of PSA or designee for approval.
- E. Time-Off Award. The Time-Off award allows an employee to take time away from his/her job during official working hours without charge to leave. It is given in recognition of a special effort or accomplishment. Supervisors recommending a Time-Off Award of one day (eight hours or nine hours for an employee on a Compressed Work Schedule) or less prepare a written justification and send it to the next higher level in the organization. This official has final approval for Time-Off Awards of one day or less in his/her organization. The approving official takes action on the award and forwards approved awards to HRSPAE for processing and to the Director of PSA for informational purposes. Supervisors recommending a Time-Off Award of more than one day prepare a written justification and submit it through higher organizational levels to the appropriate Office Director. The Office Director takes action on the recommendation and sends approved awards to HRSPAE for processing and to the Director of PSA for informational purposes. Nominations made by an Office Director are sent to the next higher level. Time-off awards must be used within one year and may not be converted to cash under any circumstances.
- F. Team or Group Awards. Team or group award nominations are made by the leader(s) of special projects or groups or by the supervisor when team or group members are in one organization, e.g., unit or branch. Where teams or groups are comprised of members from more than one PSA organization, the nominating official must consult with other managers or supervisors in determining the kind (monetary, non-monetary or time-off) and amount (if applicable) of award. The nominating official prepares a written justification and forwards it through the appropriate higher organizational levels to the Office Director. The Office Director forwards recommended awards to HRSPAE for review and forwarding to the Director of PSA or his/her designee for approval.
- G. Processing. All awards are processed by HRSPAE. Monetary awards require coordination with F&A to ensure availability of funds. HRSPAE will retain a copy of documentation for approved awards and will ensure that the employee's supervisor receives a copy of the documentation for placement in the Employee Performance File.

VIII. NON-MONETARY EMPLOYEE RECOGNITION

Some forms of non-monetary recognition are:

- A. Certificates of Honorary Recognition. Supervisors, Managers and Office Directors may present certificates of appreciation/honorary recognition to employees as appropriate. Requests for these certificates should be made through a brief written memorandum with the certificate attached and sent to the Director of PSA for signature.
- B. Length of Service Award. Years of government service are recognized in five-year increments beginning with five years of service. The employee is given a certificate showing the number of years of service. HRSPAЕ prepares the certificate for the PSA Director's signature and forwards it to the appropriate manager or supervisor for presentation.
- C. Written Commendation. Supervisors and managers may recognize employees or teams for noteworthy accomplishments through Letters of Commendation or Letters of Appreciation. Copies of any written commendation must be placed by the supervisor in the Employee Performance File and provided to all appropriate higher levels within the organization, including the Director of PSA, for informational purposes.
- D. Peer Awards. See Management Instruction on Peer Awards
- E. Miscellaneous Awards. HRSPAЕ will procure, within budgetary limits, items of nominal intrinsic value. Examples are mugs, pins or other items, with the PSA seal displayed, that may be further personalized. HRSPAЕ will issue separate guidance on these awards.

IX. LIMIT ON NUMBER OF AWARDS

An employee may receive more than one award per year in recognition of different accomplishments. However, an employee may not receive more than one award for the same contribution or accomplishment or more than one performance award in a one-year period. An employee who receives a cash award for performance would not receive a QSI for that same time period. An employee may not receive more than one QSI in a 52-week period.

X. GRIEVANCES

The decision to adopt or not adopt a suggestion or to grant or not grant an award is a management prerogative and is not grievable.

XI. AUTHORITIES AND REFERENCES

A. Authorities

The PSA Awards and Recognition Program is established and administered in accordance with 5 U.S.C. Chapters 43 and 45 and 5 C.F.R. Chapters 451 and 531.

B. References

Human Resources Management Instruction, Employee Suggestion Procedure