



FLORIDA DEPARTMENT OF JUVENILE JUSTICE PROCEDURE

Title: Employee Recognition Program Procedures

Related Policy: FDJJ - 1605

I. DEFINITIONS

Classification – The employee classification system for the State of Florida, which includes the following designations: Career Service (CS), Selected Exempt Services (SES), Senior Management (SM) and Other Personnel Services (OPS) employees.

Eligible Employees – All Career Service, Other Personal Service (OPS) and Selected Exempt Service employees shall be eligible for participation in all recognition programs. Senior Management Service employees are only eligible for recognition under the Service/Retirement Recognition and the Prudential Financial/Davis Productivity Awards Programs.

Employee Recognition Committee – That group of employees which has been selected from all divisions of the department and charged with developing suggestions on the rules and policies and procedures that govern the Department's Employee Recognition Program. The Department of Juvenile Justice (DJJ) Employee Recognition Administrator serves as the chairperson of that committee.

Employee Recognition Liaison – An employee who has been delegated the responsibility for administering the provisions of the DJJ Employee Recognition Program in a unit, section, bureau, office, facility or division.

Employee Recognition Administrator – The DJJ employee, assigned to the Bureau of Personnel, responsible for administering and coordinating the provisions of the DJJ Employee Recognition Program. This employee also serves as the Department Awards Coordinator under the Prudential Financial/Davis Productivity Awards Program.

Evaluators – Those DJJ employees who are determined by the appropriate Executive Leadership Team member to be the most appropriate employee(s) in their Program Area to evaluate and make recommendations on a proposal(s) or suggestion(s) under the Incentive Savings Sharing Program (ISSP).

Extraordinary Service – Work performance provided by a DJJ employee that is considered to be either above and beyond or outside of the normal expectations of their position.

Incentive Savings Sharing Program (ISSP) Proposal – A written (electronic) proposal of innovative or new processes, applications, designs, equipment, efficiencies, tools, strategies, safety practices, etc., which, when implemented, results in measurable benefits from improved productivity or outputs, improved quality of product or service or a reduced burden on those served. The proposal must result in the elimination or reduction of Department/State expenditures in order to be adopted. (Attachment 1)

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Ineligible Employee – An employee who does not meet the qualifications necessary to be nominated and receive an award or recognition under a component of the Employee Recognition Program because of the requirements stipulated for that award.

Legislative Budget Commission (LBC) – A standing joint committee of the Florida Legislature. This Commission approves all proposed awards and amounts of money submitted by agencies participating in the Incentive and Savings Sharing Program.

Non-Adopted Suggestion – A proposal submitted by an employee that has been determined to be contrary to the guidelines established for the Savings Sharing and Agency Incentive and Savings Program (referenced as the Incentive Savings Sharing Program or ISSP).

Ownership Period – Under the Incentive Savings Sharing Program, a one-year period from the date of notification of non-adoption of a suggestion, after which the proposer, in order to renew ownership, must resubmit the suggestion or proposal.

Program Area – The following entities are considered to be Program Areas within DJJ: Detention Services; Probation and Community Intervention; Residential Services and Prevention and Victim Services as well as Executive Direction.

Prudential Financial - Davis Productivity Awards Program - An annual employee recognition program administered by the Florida TaxWatch organization. These awards are designed to recognize individuals, teams, work units or agencies whose work significantly and measurably increases productivity and promotes innovation to improve the delivery of state services and save money for Florida taxpayers and businesses.

Response/Evaluation Memo – The electronic memo used to relay the results of an evaluation and to recommend an action in reference to an ISSP suggestion or proposal.

Satisfactory Service Recognition – Directors or above are authorized to incur expenditures to award suitable framed certificates, pins or other tokens of recognition to state employees who demonstrate satisfactory service in the Department or to the state, in appreciation of such service. Such awards may not cost in excess of \$100 each plus applicable taxes.

Savings Sharing and Agency Incentive and Savings Program (referenced as the Incentive Savings Sharing Program or ISSP) – A program authorized under Section 110.1245, F.S., as a means for employees to increase productivity and/or eliminate or reduce state expenditures through the submission of their ideas for improvement and to receive fair compensation for their contributions. The idea or proposal must demonstrate efficiency and must eliminate or reduce department/state expenditures.

Service/Retirement Recognition Program – A program designed to recognize employees for each increment of five (5) years of satisfactory service to the State and upon retirement from the State.

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II. STANDARDS/PROCEDURES:

A. Types of Employee Recognition Programs:

1. Extraordinary Service – Work performance by a DJJ employee or volunteer that is considered to be either above and beyond or outside of the normal expectations of their position. The following recognition programs are elements of the DJJ Extraordinary Services Program:
 - a. Secretary’s Award for Excellence
 - b. DJJ Employee of the Year
 - i. DJJ Detention Officer of the Year
 - ii. DJJ Residential Officer of the Year
 - iii. DJJ Juvenile Probation Officer of the Year
 - iv. DJJ Prevention Employee of the Year
 - v. Executive Direction Employee of the Year
 - c. (Regional/Local) Employee of the Month/Quarter
 - d. DJJ Volunteer of the Year
2. Cost Savings/Incentive Based Programs – Those programs that provide recognition to an employee or team of employees based on increased productivity, reduced costs or increased efficiency. The following recognition programs are elements of the Cost Savings/Incentive Based Programs:
 - a. Savings Sharing and Agency Incentive and Savings Program
 - b. Prudential Financial/Davis Productivity Program
3. Other Recognition Programs – Those programs that do not require the exhibition of extraordinary service, increased productivity, reduced cost or increased efficiency. The following recognition programs are elements of the Other Recognition Programs:
 - a. Years of Service Recognition
 - b. “I Am DJJ”

B. General Provisions:

1. The recipients of these awards must have provided at least twelve (12) consecutive months of satisfactory service to the Department prior to the date of the nomination. However, regional/local employee recognition committees may establish a different time requirement for their Employee of the Month program.

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2. All nominations must be submitted on the prescribed forms and in accordance with the established procedures and deadlines.
3. Regional Directors and above are expected to exercise discretion and fiscal responsibility in funding and administering any employee recognition program.
4. Local/regional liaisons are expected to document the justification for all service awards.
5. Section 110.1245(4), F.S., states that “Each department head is authorized to incur expenditures to award suitable framed certificates, pins, or other tokens of recognition to state employees who demonstrate satisfactory service in the agency or to the state, in appreciation and recognition of such service. Such awards may not cost in excess of \$100 each plus applicable taxes.”
6. Section 110.504(6), F.S., states “Incidental recognition benefits or incidental nonmonetary awards may be furnished to volunteers serving in state departments to award, recognize, or encourage volunteers for their service. The awards may not cost in excess of \$100 each plus applicable taxes.”
7. Tokens for extraordinary service may be presented at any level of the DJJ Employee Recognition Program.
8. The presentation of any token of recognition purchased with state funds must be recorded on the “Employee Recognition Request Form” (Attachment 2). This form must be submitted quarterly through the Bureau and Regional liaison to the Employee Recognition Administrator. This information will be used to ensure that all fiscal and statutory guidelines are being adhered to.
9. The Administrator shall coordinate the purchasing of tokens for the Employee Recognition Program when state funds are used. This includes the purchase of tokens for the recognition of years of service to the State of Florida and the DJJ Employee of the Year programs. The Administrator shall ensure that the Department obtains the best value possible by bulk ordering items whenever possible. The Administrator shall also ensure that all purchases are in compliance with applicable Florida Statute, Florida Administrative Code, DJJ policies and Department of Financial Services Guidelines.
10. A current list of approved tokens can be obtained by contacting the Employee Recognition Administrator.
11. Supervisors and managers shall refer to Attachment 3, entitled “101 Ways to Give Recognition to Volunteers” for suggestions on other ways to convey their appreciation to employees for their day-to-day efforts to achieve the Department’s mission.

C. Awards Criteria:

1. The Secretary’s Award for Excellence is presented to the employee who, during the nomination period, has consistently demonstrated the highest standards of service to the Department, the State of Florida, and to the community in general. This employee’s commitment to the vision, mission, and goals of the Department are evident in their everyday attitude and work ethic. Their

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actions outside DJJ clearly demonstrate the desire to positively impact the lives of the members of their community.

2. The DJJ Employee of the Year shall be selected from the nominees submitted by the four program areas and Executive Direction. The categories shall include:
 - a. Detention Services Employee of the Year
 - b. Residential Services Employee of the Year
 - c. Probation & Community Intervention Employee of the Year
 - d. Prevention and Victim Services Employee of the Year
 - e. Executive Direction Employee of the Year
3. The DJJ Volunteer of the Year shall be selected from the nominees submitted by each program area and offices within Executive Direction, if there is a volunteer recognition program in place within the office. The names shall be forwarded to the appropriate Regional Director who shall select the appropriate winner for his/her region and forward the nomination to the Assistant Secretary or the Chief of Staff for consideration for "Volunteer of the Year" for their area. Each Assistant Secretary and the Chief of Staff shall forward one nominee each to the DJJ Employee Recognition Administrator, who shall forward the information to the Secretary for selection of the DJJ Volunteer of the Year.
4. The following classifications of employees are eligible for participation in the Secretary's Award for Excellence; DJJ Employee of the Year; and DJJ Volunteer of the Year programs:
 - a. Other Personal Services Employees
 - b. Career Service Employees
 - c. Selected Exempt Service Employees
 - d. Senior Management Service Employees
 - e. Volunteers
5. Years of Services Recognition Program:
 - a. The employee must be employed with DJJ at the time that he/she attains the 5-year increment of service. The Department is not responsible for the presentation of tokens for those employees who were with another Department when they attained a particular 5-year increment of service. Tokens are not presented retroactively.
 - b. Local/Regional Liaisons shall work in conjunction with the Employee Recognition Administrator to ensure that sufficient tokens are available for presentation as needed, and to ensure that employees are recognized in a timely manner.

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c. The following classifications of employees are eligible for participation in this program:

- i. Career Service Employees
- ii. Selected Exempt Service Employees
- iii. Senior Management Service Employees

6. "I Am DJJ"

a. This program is designed to provide an alternate means of "recognizing" and acknowledging the accomplishments of those employees who help DJJ function properly from day-to-day.

b. Supervisors or managers are encouraged to submit the name of an employee(s) that will be "spotlighted" on the DJJ Intranet. The only requirement for participation in this program is that the employee must have made positive contributions to the attainment of the Department's mission.

c. The following information should be electronically submitted to the DJJ Communications Office:

- i. A recent photo of the employee.
- ii. One or two paragraphs describing the employee. The first paragraph should contain the employee's name, work location, title and preferably the number of years that the employee has been with DJJ and/or the State of Florida. It should also include a brief description of the employee's duties at the Department.
- iii. The second paragraph is optional and can contain additional information on the employee to include outside interest, hobbies, or other pertinent information that the employee would like to share.

d. The amount of time that the employee will be featured on the DJJ Intranet depends on the number of submissions received from supervisors and managers but will not exceed one week.

e. The following classifications of employees are eligible for participation in this program:

- i. Career Service Employees
- ii. Selected Exempt Service Employees
- iii. Senior Management Service Employees

7. Saving Sharing and Agency Incentive and Savings Program:

a. The Employee Recognition Administrator shall be responsible for promoting and administering all facets of the Saving Sharing and Agency Incentive and Savings Program.

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- b. The employee making a suggestion that may result in cost savings is responsible for typing, printing and electronically submitting suggestions on an approved form to the DJJ Employee Recognition Administrator for analysis, evaluation and processing. In the event the suggestion applies to a unit outside of the submitter's division, the Employee Recognition Administrator shall forward the suggestion to the appropriate Executive Leadership Team (ELT) member for review, analysis and a recommendation for adoption or non-adoption.
 - c. The Executive Leadership Team member shall be responsible for assigning the suggestion to a subject matter expert who shall serve as the evaluator for the suggestion. The ELT member shall submit written recommendations for adoption or non-adoption of the suggestion to the Employee Recognition Administrator. If the DJJ Budget Office and the Agency Head approve the suggestion, the Employee Recognition Administrator shall coordinate the submission of the suggestion to the Legislative Budget Commission in accordance with specific procedures outlined by the LBC.
 - d. The Employee Recognition Administrator shall be responsible for initiating the Response/Evaluation Memo to the employee making the suggestion. This memo shall be used to inform the employee making the suggestion as to the status of his or her suggestion.
 - e. The following classifications of employees are eligible for participation in this program:
 - i. Career Service Employees
 - ii. Selected Exempt Service Employees
 - iii. Senior Management Service Employees
8. Prudential Financial/Davis Productivity Awards Program:
- a. This program is administered by the Florida TaxWatch Organization and the awards are designed to recognize individuals, teams, work units or agencies whose work significantly and measurably increases productivity and promotes innovation to improve the delivery of state services and save money for Florida taxpayers and businesses.
 - b. Employees wishing to participate in this program must submit their electronic nominations through their chain of command for review and approval.
 - c. Nominations submitted under this program must adhere to the guidelines as outlined in the nomination form and the accompanying instructions.
 - d. The Employee Recognition Administrator serves as the department liaison with the Florida TaxWatch Organization for the Prudential Financial/Davis Productivity Awards Program. The Employee Recognition Administrator shall be responsible for promoting and administering all facets of the program throughout the Department.
 - e. All employees are eligible for participation in this program.

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D. Eligibility Criteria - Ineligible Employees or Suggestions:

1. The following employees are ineligible for awards:
 - a. Any employee of the Department who has terminated employment prior to the recipient's selection for a Savings Sharing Recognition, or Prudential Financial/Davis Productivity Award will be ineligible for that award.
 - b. Any employee who is the subject of an internal or external investigation or who has a pending personnel action that may result in a disciplinary measure may, at the discretion of DJJ management, be deemed ineligible for an award.
 - c. Any employee who has had a sustained disciplinary action during the nomination period. (DJJ Regional Directors shall be responsible for ensuring that nominees in their areas are not currently the subject of any internal or external investigation.)
 - d. Any employee who failed to meet the expected performance level for his or her class of position during the nomination period.
2. Suggestions submitted under the Savings Sharing and Agency Incentive and Savings Program shall be ineligible when they:
 - a. Involve personal grievances, classification or pay (positions or classes), or the establishment of new positions or classes;
 - b. Are too general or lack sufficient data to be evaluated;
 - c. Duplicate active suggestions or non-adopted suggestions;
 - d. Cannot be implemented under current statutory authority or are mandated by statute; or
 - e. Involve regular work expectations outlined in the employee's job description.

E. Reporting:

1. Local/regional liaisons are responsible for providing a report to the Employee Recognition Administrator on or before July 31st of each fiscal year. This report must specify for the previous fiscal year:
 - a. The number of cost savings proposal made;
 - b. The dollar amount and number of recognition awards made to employees or groups for adopted proposals; and
 - c. The actual cost savings realized as a result of implementing cost savings proposals.
2. The Employee Recognition Administrator shall compile a report on behalf of the Department and shall furnish this report on or before September 1 of each fiscal year to the Department of Management Services, in compliance with Chapter 60L-37.003, F.A.C.

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III. RESPONSIBILITY AND DUTIES

A. (DJJ) Employee Recognition Administrator

1. With the assistance of local and regional liaisons and local/regional employee recognition committees, shall be responsible for promoting employee recognition throughout the Department.
2. Shall provide administrative support to the liaisons and employee recognition committees throughout the Department for overall administration of the Employee Recognition Program.
3. Shall be responsible for coordinating the identification, purchase and distribution of tokens for the Years of Service component of this program.
4. Shall obtain on an annual basis, the necessary information from the PeopleFirst employee database to determine the names and locations of employees who will attain a five-year increment of service during an upcoming calendar year.
5. Shall be responsible for promoting and administering all facets of the Saving Sharing and Agency Incentive and Savings Program.
6. Shall coordinate the submission of all approved suggestions to the Legislative Budget Commission (LBC), in accordance with specific procedures outlined by the LBC.
7. Shall serve as the Department liaison with the Florida TaxWatch Organization for the Prudential Financial/Davis Productivity Awards Program.
8. Shall be responsible for promoting and administering all facets of the Prudential Financial/Davis Productivity Awards Program throughout the Department.

B. Employee Recognition Liaisons (Local/Regional)

1. Shall act as resource contacts for the Department and for their particular entity to ensure that all applicable state statutes and rules are adhered to in regards to eligibility for awards, appropriate award selection and recommendation criteria and procedures and for compliance with service recommendation (dollar) ceiling limits.
2. Shall be responsible for establishing procedures for recognizing employees within their entity.
3. Shall be responsible for securing and distributing extraordinary service recognition awards for their employees.
4. Shall document the justification for all service awards.
5. Shall work in conjunction with the Employee Recognition Administrator to ensure that sufficient service tokens are available for presentation as needed and to ensure that employees are recognized in a timely manner.

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C. Secretary and Executive Leadership Team

1. Authorized to incur expenditures to award suitable framed certificates, pins, or other tokens of recognition to state employees who demonstrate satisfactory service in the Department or to the state, in appreciation and recognition of such service. Such awards may not cost in excess of \$100 each plus applicable taxes.
2. ELT members shall forward one nominee each to the Employee Recognition Administrator, who shall then forward the information to the Secretary for selection of the DJJ Volunteer of the Year.
3. Shall be responsible for assigning suggestions received under the Saving Sharing and Agency Incentive and Savings Program to a subject matter expert who shall serve as the evaluator for the suggestion.
4. ELT members shall submit written recommendations for adoption or non-adoption of a suggestion to the Employee Recognition Administrator.

D. Regional Directors

1. Shall have final authority over their individual programs.
2. Shall exercise discretion and fiscal responsibility in funding and administering any employee recognition program.

IV. ATTACHMENTS

Incentive Savings And Sharing Program Submission Form (Attachment 1)

Employee Recognition Request Form (Attachment 2)

101 Ways to Give Recognition to Volunteers (Attachment 3)