

## NORTH DAKOTA VOCATIONAL REHABILITATION AWARDS POLICY

**Purpose:** To establish written policies and consistency in awarding employee and council appreciation awards.

**Authority:** Federal OMB Circular A-87, Attachment B17, provides for the cost of awards of appreciation for employee morale and health and welfare.

Pursuant to the above circular, North Dakota Vocational Rehabilitation has determined that an awards/appreciation policy is important to maintain morale by challenging staff to reach their greatest potential through friendly competition. All awards will be limited to plaques, Certificates of Appreciation and star shaped paperweights as follows:

### PLAQUES

#### **Director's Award for Excellence**

The recipient of this award can be any Vocational Rehabilitation employee who best meets the established selection criteria. The selection of the award recipient is made by the director of Vocational Rehabilitation from nominations submitted by co-workers.

#### **Directors Award for Counselor Achievement**

The recipients of this award are the top 10% of counselors who have the highest number of individuals placed into employment.

#### **Director's Award for Counselor Achievement (Honorable Mention)**

The recipients of this award are the next 10% of counselors who have the second highest number of individuals placed into employment.

### **Career Achievement Award**

This award is based on the number of individuals placed into employment over the life of a counselor's career. The award starts at 100 individuals placed into employment and increases in increments of 100. The recipients of this award receive a one-time plaque with a certificate indicating the number of individuals placed into employment (Example 100, 200, 300, 400, etc.)

### **Incredible Value Team Award**

This award recognizes the teamwork of regional offices, central office or the Interagency Project for Assistive Technology. The recipient of this award will be the office that shows the most community activity, creativity or teamwork among the staff. Each office will set up a display at the annual training conference depicting its teamwork through pictures, charts, graphs and testimonials. The display receiving the greatest number of votes will receive a traveling plaque.

### **Office Goal Award**

This award is based on office goals that are negotiated at the beginning of each fiscal year. Each office receives a plaque inscribed with the goals they achieved.

### **Director's Award for DDS Quality Decision Making**

The recipient of this award must be a full-time DDS claims analyst who has been employed in the position for 2 years or longer and is fully independent with regard to quality review. The selection criteria is based upon the overall accuracy rate for 12 months, limited to claims returned for additional action from the Denver Disability Quality Branch. The accuracy figures are taken from the monthly statistics maintained by the DDS quality reviewer.

### **Director's Award for DDS Claims Analyst Achievement**

The recipient of this award must be a full-time claims analyst who has been employed in that position for 2 years or longer. The recipient of this award is the claims analyst who independently manages a full caseload and has the lowest overall average processing time for 12 months.

## **CERTIFICATES**

### **Celebration of Personal Goal Achievement Award**

The recipients of this award are those counselors who achieve their personal goal. All counselors negotiate with their supervisors the number of individuals they will place into employment. Those who achieve their goal will receive a certificate.

## **PAPER WEIGHTS**

The recipients of this award will be a select few who place 500 individuals into employment over the life of their career. This award recognizes two levels of recipients. Those who place 500 individuals into employment will receive a silver star paper weight and those who place 700 individuals into employment will receive a gold star paper weight.

## **AWARDS FOR VOLUNTEERS**

### **Plaques:**

Members of the State Rehabilitation council who serve one or two full terms of office (3-year term) receive a plaque in recognition for their service.

### **Certificates:**

Members of the State Rehabilitation Council who serve less than one full term receive a certificate in recognition for their service.