

**INDIANA DEPARTMENT OF CHILD SERVICES
ADMINISTRATIVE POLICIES AND PROCEDURES**

Policy Number: HR-2-13

Effective Date: January 21, 2016

Version: 1.0

POLICY TITLE: EMPLOYEE RECOGNITION PROGRAM

OVERVIEW: The Indiana Department of Child Services (DCS) Employee Recognition Program has been developed to reward employees, at all levels, by recognizing exceptional performance and outcomes related to the DCS mission, vision, and values.

I. DEFINITIONS

N/A

II. REFERENCES

[State of Indiana Employee Handbook](#)

III. STATEMENTS OF PURPOSE

A. The DCS Employee Recognition Program includes the following awards:

1. The Team Player Award includes a \$100 bonus. Reasons for nomination for this award may include, but are not limited to, the following:
 - a. The employee demonstrated and expected the best from self and others, inspiring the spirit of the DCS mission,
 - b. The employee has demonstrated exceptional service internally to fellow DCS co-workers or externally with clients and families,
 - c. The employee went above and beyond what was expected in work activity or quality, or
 - d. The employee has modeled open and direct communication, inspiring a healthy, proactive work environment.
2. The Rock Star Award includes a \$250 bonus. Reasons for nomination for this award may include, but are not limited to, the following:
 - a. The employee's exceptional diligence or initiative was directly responsible for meeting a special workload project that involved unexpected difficulties and operational demands,
 - b. The employee demonstrated a strong sense of accountability/ownership in completing work/project,
 - c. The employee went above and beyond what was expected in work activity or quality, or
 - d. The employee provided exceptional customer/client service.
3. The Champion for Hoosier Children Award (Agency Head Award) includes a \$500 bonus. Reasons for nomination for this award may include, but are not limited to, the following:
 - a. The employee's accomplished actions have had a major significance to the state of Indiana in such a manner as to have been clearly exceptional among all who have performed like or similar duties,
 - b. The employee has developed major and improved methods, procedures, or policy, which improved statewide efforts, or

- c. The employee has provided outstanding leadership or administration in a major redirection of objectives or accomplishments to meet the needs of unique situations.
- B. In order to qualify for nomination for one (1) of the Employee Recognition Program awards, an employee must:
 - 1. Have completed at least six (6) months of continuous employment with DCS;
 - 2. Meet all performance expectations and competencies; and
 - 3. Not be on a work improvement plan, have had disciplinary action, or a letter of counseling issued in the last six (6) months.
- C. The [DCS Employee Recognition Nomination Form](#) will be used to nominate an individual or a team for an award.
- D. Approved [DCS Employee Recognition Nomination Forms](#) will be submitted to DCSRecognitionProgram@dcs.in.gov.
- E. All approvals for a reward must be obtained before announcement of the reward.
- F. The employee must be actively employed with DCS at the time of the award approval and payout. Please see the [Employee Recognition Bonus Program FAQ](#) document for additional information or clarity if needed.

IV. PROCEDURE

- A. The [DCS Employee Recognition Nomination Form](#) will be used to nominate an employee for the Champion for Hoosier Children, Rock Star, and Team Player Awards.
- B. Nominations must be submitted to the employee's supervisor for consideration.
- C. Approval of the Champion for Hoosier Children Award requires approval up to the Chief of Staff/Agency Head.
- D. Approval of the Team Player and Rock Star Awards require final approval by the Deputy Director of the employee's Division.
- E. All approved [DCS Employee Recognition Nomination Forms](#) must be forwarded to DCSRecognitionProgram@dcs.in.gov, as well as, the requesting supervisor for processing/tracking. The Finance Division will track nominations, amounts, and total spending.
- F. The award will be processed no later than the following pay period in which the approved form was received by payroll. Please see the [Employee Recognition Bonus Program FAQ](#) document for additional information or clarity if needed.
- G. The respective supervisor (and leadership team) will notify the employee of the award and use individual and team meetings, as well as, celebratory opportunities to share individual and team successes.

V. FORMS/TOOLS

- A. [DCS Employee Recognition Nomination Form](#)
- B. [Employee Recognition Bonus Program FAQ](#)

DATE: March 30, 2016

Mary Beth Bonaventura, Director
Department of Child Services

A signed copy is on file.

ARCHIVED 1/21/2016-7/9/2020