

The Maryland-National Capital Park and Planning Commission

Performance Recognition Program Manual

Date of Last Update: October 22, 2018

TABLE OF CONTENTS

| | Page |
|--|------|
| Program Guidelines/How the Program Works | 1 |
| Examples of Qualifying Performance | 1 |
| Types of Awards that May be Granted: | 2 |
| <i>Monetary Awards</i> | 2 |
| <i>Non-monetary Awards</i> | 2 |
| Tracking and Reporting of Awards | 3 |
| Performance Recognition Program Form | 4 |

THE PERFORMANCE RECOGNITION PROGRAM

The M-NCPPC appreciates the fact that, from time to time, employee efforts produce results that truly exceed expectations. When an individual employee or a successful work team demonstrates outstanding performance, the effort may be recognized and rewarded through the Performance Recognition Program.

The following guidelines, which were last updated October 22, 2018, provide guidance on the types of awards that may be granted, as well as the process for granting such awards.

Program Guidelines: How the Program Works

The Performance Recognition Program is administered at the departmental level. Recognition and reward can be granted for work results achieved within any time period during the fiscal year. Within the guidelines identified below, each Department has considerable latitude to tailor the program to its own specific interests and available funding.

In general, awards may be initiated by anyone by nominating a specific employee or group of individuals for awards. Nominations are made using departmental procedures/forms provided by the department which is granting the award. The Department Head (or designee(s)) granting the award must review nominations and approve awards.

Departmental award procedures should ensure that recognition and rewards are provided as soon as possible after the qualifying performance has taken place. Upon approval of an award, the departments must:

- Submit a personnel action for cash awards.
- Forward a copy of award to the Human Resources Information System (HRIS)/Employment Records Office, Department of Human Resources and Management, so the award can be noted in each recipient's personnel file.
- Forward a copy of all monetary awards to the Payroll Office, Department of Finance, so it may appropriately account for taxable income.

Examples of Qualifying Performance

Examples of performance that might qualify for recognition and reward under the Performance Recognition Program include:

- Successful completion of a work assignment or project, by an individual or work team, within the scope of normal work responsibilities, that resulted in a significant improvement for the work unit, department, or M-NCPPC, and/or provided exemplary customer service.

- Successful completion of a work assignment or project, by an individual or work team, outside normal work responsibilities, that resulted in a significant improvement for the work unit, department, or M-NCPPC, and/or provided exemplary service to the public.
- A suggestion that resulted in significant financial savings to the work unit, department or the M-NCPPC, or in an important improvement in services provided for the public.
- An act of heroism, bravery or exceptional humanitarianism.

Opportunities to receive awards may not be defined in advance. Instead, an effort is made to identify and recognize results that constitute exemplary performance as soon as possible after the fact, and, regardless of the duration, breadth of impact or consistency of the individual's effort. The M-NCPPC is interested in rewarding outstanding efforts wherever they occur, and awards are not limited only to those that recognize performance in high visibility, special projects.

Types of Awards that May be Granted

Employees may be recognized through monetary or non-monetary awards. Available awards include:

Monetary Awards

Monetary Awards are limited to a total combined value of \$500 per employee during any fiscal year. Monetary awards include gift certificates and all cash awards. The following awards are considered taxable income consistent with Internal Revenue Service Regulations¹, and therefore will be reported as such.

- Cash - up to \$500 per employee, per fiscal year, in a multiple of \$10 appropriate to the accomplishment.
- Any gift certificates which have any monetary face value including, but not limited to, certificates for meals, theater, special events, or other services.
- M-NCPPC facility passes.

Non-monetary Awards

- Administrative Leave - up to five days per employee, per year, offered in hourly units. Administrative Leave may not be carried over from one year to the next. Leave also must be used within the fiscal period during which it was granted.
- M-NCPPC-sponsored excursions or trips.
- Opportunity to attend an educational or professional development program which is tied to the employee's duties or the mission of the M-NCPPC.

¹ Department of Treasury, Internal Revenue Service Publication 525, Taxable and Non Taxable Income

- Specially assigned parking spaces.
- Recognition plaques, certificates, or other tangible gifts that are not easily converted into to cash.
- M-NCPPC logo apparel.

Tracking and Reporting of Awards

Performance Recognition awards are tracked on a fiscal year basis. Each Department must submit semi-annual reports to the Executive Director identifying all awards granted within the department.

The reporting period for these reports is January 1- June 30, and July 1 - December 31. The Executive Director shall issue guidelines for filing such a report to include the following:

- The name(s) of the person(s) receiving the award;
- The type and total of award(s) given; and
- The reasons for the award.

Through these reports, the Office of the Executive Director shall monitor the Program and may, from time to time, suggest refinements to ensure the Program's continuing relevance and success.

Attachment:

Performance Recognition Program Form

**THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
PERFORMANCE RECOGNITION PROGRAM FORM**

SECTION I. AWARD RECIPIENT:

Employee Name: _____ Employee ID #: _____
Title: _____ Division: _____

SECTION II. REASON FOR NOMINATION:

Recommended by: _____
Name Title
Division _____ Date _____

Explain in detail why you are recommending the employee for an award. Attach separate page, if necessary.

SECTION III. AWARD RECOMMENDED:

Monetary (Limited to a total combined value of \$500 per employee during any fiscal year.):

Cash: up to \$500 per employee, per fiscal year, in a multiple of \$10 appropriate to the accomplishment. Amount: \$ _____

Gift Certificates/Event Tickets (with any monetary value). Please note, gift certificates include, but are not limited to, certificates for meals, theatre, or special events. Specify certificate and total value.

Certificate Description: _____ Total Value: \$ _____

Non-Monetary (Check one and specify details in the blank provided.):

Leave - up to five days, per year, offered in hourly units. (Leave must be used within the fiscal year period during which it is granted.) Specify number of days/hours: _____ # of Days _____ # of Hours

Educational/professional development workshop or program. Specify: _____

Plaques/certificates. Specify: _____

Agency-sponsored trip excursion. Specify: _____

Other. Specify award: _____
