

EMPLOYEE RECOGNITION

P R O G R A M



OKLAHOMA
Office of Management
& Enterprise Services

OMES EMPLOYEE RECOGNITION PROGRAM

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WHY IS EMPLOYEE RECOGNITION IMPORTANT?

"People may take a job for more money, but they often leave it for more recognition."

– Dr. Bob Nelson

Employee recognition is key to building a high-performing team that embraces the Office of Management and Enterprise Services' values to Get Stuff Done. Few things produce greater return on investment than the act of recognizing employees.

Oklahoma State Statute 74 O.S. § 4121 allows OMES to provide recognition awards for exceptional job performance and other significant contributions. This procedure established guidelines for recognizing employees whose contributions, achievements and distinguished service support OMES' mission and vision.

MISSION: Serving those who serve Oklahomans.

VISION: To provide excellent service, expert guidance and continuous improvement in support of our partners' goals.

AREAS OF RECOGNITION

This list contains many areas in which an employee may be acknowledged. Employees can and should be recognized for a myriad of reasons. This list is not comprehensive; many other actions or behaviors can be celebrated and rewarded:

- Actions that embody OMES' vision, mission and culture statements.
- The ability to manage or champion change.
- Any act above and beyond expectations.
- Significant personal development.
- Technological advances.
- Morale-building.
- Excellent customer or client service.
- Teamwork.
- Courage.
- Servant leadership.
- Systems improvements.
- Innovation.
- Job well done.
- Significant community involvement.
- Life-saving act.
- Disaster recovery volunteer.

ANNUAL AGENCY RECOGNITION EVENT

The directors of Human Resources and the director of Public Affairs will coordinate the OMES recognition event and present the awards annually. Submissions for award nominations will be accepted no later than Jan. 31 of each calendar year, and the award period will be from January through December of the previous year. Human Resources will oversee the selection process and the OMES recognition event will be held during Public Service Recognition Week.

Oklahoma Statute 74 § 4121 and Merit Rule 260:25-23-3 authorize the use of available monies in the agency's operating funds for awards that recognize outstanding performance or other significant contributions to the agency, and for ceremonies, banquets or receptions where awards are presented. The cost of recognition awards may not exceed \$150 for each recognized employee each fiscal year when utilizing agency operating funds.

Award nominees must have received no formal discipline during the two years prior to the award period.

Awards may vary year-to-year and come in the form of money, parking, an agency polo shirt or jacket, a trophy and other types of prizes.

Cash, check or money card awards have certain tax implications and must be reported on an employee's W-2 at year-end.

DIRECTOR'S AWARD OF EXCELLENCE

The agency director will, at his or her discretion, select recipient(s) of the Director's Award of Excellence. This award will be presented to either an individual or a group who has had a significant impact on OMES and has improved the quality of service to those who serve Oklahomans or to the State of Oklahoma.

The OMES director will complete Award Form A and email it to humanresources@omes.ok.gov to nominate and select the Director's Award of Excellence recipient(s).

DIVERSITY AND INCLUSION CHAMPION AWARD

The agency director and the Diversity and Inclusion leadership will select recipient(s) of the Diversity and Inclusion Champion Award. This award will be presented to either an individual or group because of their achievements and accomplishments in building a united workforce, a stronger community and/or clearing obstacles for greater achievement.

The OMES director will complete Award Form A and email it to humanresources@omes.ok.gov to nominate and select the Diversity and Inclusion Champion Award recipient(s).

CHIEF OF STAFF'S AWARD OF EXCELLENCE

The agency chief of staff will, at his or her discretion, select recipient(s) of the Chief of Staff's Award of Excellence. This award will be presented to either an individual or a group who has had a significant impact on OMES, has improved the quality of service to those who serve Oklahomans or to the State of Oklahoma.

The OMES chief of staff will complete Award Form A and email it to humanresources@omes.ok.gov to nominate and select the Chief of Staff's Award of Excellence recipient(s).

DIRECTOR/MANAGER OF THE YEAR

The Director/Manager of the Year award is presented to the manager who builds loyalty and commitment, improves attitudes, increases productivity, generates feedback, empowers the workforce and assures efficiency.

OMES department heads will complete Award Form A and email it to humanresources@omes.ok.gov to nominate individuals for the Director/Manager of the Year award. A committee consisting of department heads or their delegates, one member of the Diversity and Inclusion Council, and the directors of Human Resources will select the award recipient.

SUPERVISOR OF THE YEAR

The Supervisor of the Year award is presented to the supervisor who develops a partnership with the workforce, involves all employees, creates pride, excites employees, empowers staff and keeps management apprised.

OMES directors and managers will complete Award Form A and email it to humanresources@omes.ok.gov to nominate an individual for the Supervisor of the Year award. A committee consisting of department heads or their delegates, one member of the Diversity and Inclusion Council, and the directors of Human Resources will select the award recipient.

EMPLOYEE OF THE YEAR

The Employee of the Year award is presented to an individual employee whose outstanding job performance demonstrates an attitude of ongoing commitment to the agency's vision and mission and exceptional ability as demonstrated through quality of work, proficiency, initiative, dependability and creativity.

OMES directors, managers and supervisors will complete Award Form A and email it to humanresources@omes.ok.gov to nominate an individual for the Employee of the Year award. A committee consisting of department heads or their delegates, one member of the Diversity and Inclusion Council, and the directors of Human Resources will select the award recipient.

DIVISION EMPLOYEE OF THE YEAR

Each division head will select an employee who has gone above and beyond to "Get Stuff Done" and is an ambassador of OMES' mission and values. The following divisions will nominate an individual or team to be recognized.

Budget and Gaming Compliance	HCM
CAM	HR
CAR	IS
Central Purchasing	General Counsel
EGID	Legislative and Public Affairs
Finance	

Each division head will complete Award Form A and email it to humanresources@omes.ok.gov to nominate an individual for the Division Employee of the Year award.

TEAM EXCELLENCE AWARD

The Team Excellence Award is presented to a group of employees who demonstrate an attitude of ongoing commitment to the agency's mission. The recipients of this award demonstrate collaboration, proficiency, initiative, dependability and creativity. This award is designated for a group of employees who have worked jointly on a major project that affects agencywide or statewide operations or processes.

OMES team members will complete Award Form A and email it to humanresources@omes.ok.gov to nominate individuals for the Team Excellence Award. A committee consisting of department heads or their delegates, one member of the Diversity and Inclusion Council, and the directors of Human Resources will select the award recipient(s).

AWARD OF ACTION/COMPASSION

The Award of Action/Compassion may be presented to an employee or employees who performed an act of remarkable bravery, extraordinary compassion or exceptional valor outside of his or her professional duties or outside the course of his or her employment. Such actions could involve saving a life, administering first aid, performing community action or providing relief in a disaster or recovery.

OMES team members will complete Award Form A and email it to humanresources@omes.ok.gov to nominate individuals for the Award of Action/Compassion. A committee consisting of department heads or their delegates, one member of the Diversity and Inclusion Council, and the directors of Human Resources will select the award recipient(s).

CUSTOMER COMMITMENT AWARD

The Customer Commitment Award recognizes exemplary commitment to serving customers, internally and externally. Recipient(s) of this award advance OMES with serving those who serve Oklahomans by going the extra mile to ensure customer needs are met. It also includes providing service timely and in a pleasant manner. Exemplary customer service is empathetic, generous, solution driven and timely.

OMES team members will complete Award Form A and email it to humanresources@omes.ok.gov to nominate individuals for the Customer Commitment Award. A committee consisting of department heads or their delegates, one member of the Diversity and Inclusion Council, and the directors of Human Resources will select the award recipient(s).

INNOVATION AWARD

The Innovation Award recognizes employees with ideas that improve service to customers, enhance operations efficiency or generate cost savings. Innovation is turning an idea into a solution that adds value to OMES and the services provided. It is the process of taking an idea that is brilliantly executed and communicated in a way that is intuitive and fully celebrates the magic of the initial concept. Creativity is thinking of something new and innovation is the act of implementation.

OMES team members will complete Award Form A and email it to humanresources@omes.ok.gov to nominate individuals for the Innovation Award. A committee consisting of department heads or their delegates, one member of the Diversity and Inclusion Council, and the directors of Human Resources will select the award recipient(s).

#GSD AWARD

The #GSD Award recognizes that person who is relied upon to always Get Stuff Done. This person volunteers or is assigned tasks of various types and can be counted on to produce outstanding results at a high level. This person is considered a rock star and a standout by peers, supervisors and upper management.

OMES team members will complete Award Form A and email it to humanresources@omes.ok.gov to nominate individuals for the #GSD Award. A committee consisting of department heads or their delegates, one member of the Diversity and Inclusion Council, and the directors of Human Resources will select the award recipient(s).

TEAM PLAYER AWARD

This person is a true example of servant leadership focusing on the needs of others. This person can be counted on to volunteer for tasks, projects and committees. He or she inspires others and is always lending a helping hand. Collaboration with others is a very important skill this nominee commands, putting personal goals aside to achieve the common goals of the agency.

OMES team members will complete Award Form A and email it to humanresources@omes.ok.gov to nominate individuals for the Team Player Award. A committee consisting of department heads or their delegates, one member of the Diversity and Inclusion Council, and the directors of Human Resources will select the award recipient.

KUDOS FORM

Any employee can recognize other OMES employees by completing the [OMES Employee Kudos form](#). Include the name of the employee(s) and a description of the superior performance or great customer service received or observed. This recognition will be placed in the recognized individual's personnel file. Other forms of recognition may also be awarded from this action.

IMAGINE AWARD

Any employee may nominate an agency employee for this award. There is no deadline for submission. These awards will be given out at any time throughout the year as staff team members are nominated and approved.

Recipients must have demonstrated outstanding service or performance that is meaningful and significantly exceeds established standards. The IMAGINE Award recognizes an OMES employee's work performance or behavior that is reflective of an Innovative, Meritorious, Admirable, Get Stuff Done individual with Integrity, Nobility and an Engaging attitude. Other notable values include excellent customer service, teamwork, courage and servant leadership. Recipients must illustrate the standards of OMES' mission and vision.

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The nominating employee may complete Award Form B and email it to the nominee's supervisor. If approved, the supervisor shall submit it to the directors of Human Resources for final approval. The directors of Human Resources or designees will review nominations and approve or deny as appropriate.

LONGEVITY AWARDS

Longevity awards will be presented to employees with years of service in five-year increments (5, 10, 15, 20, etc.) of service with the State of Oklahoma.

The director of OMES and the director of Public Affairs will create a video that will be distributed quarterly to OMES employees celebrating their years of services. The video will acknowledge years of service in five-year increments (5, 10, 15, etc.) and will be distributed by email to all OMES staff.

The Human Resources unit will notify the department's liaison of the eligible employee(s) and provide the longevity recognition awards to be presented. The department director and supervisor will determine the manner of how the award(s) will be presented.

PUBLIC SERVICE RECOGNITION WEEK/STATE EMPLOYEE RECOGNITION DAY

The State of Oklahoma recognizes National Public Service Recognition Week – beginning the first Sunday in May – through proclamations of employee appreciation from the governor.

The directors of Human Resources will establish a function to celebrate State Employee Recognition Day for OMES.

Department directors may provide appropriate appreciation activities in celebration of employees' accomplishments and contributions during the annual Public Service Recognition Week and State Employee Recognition Day as proclaimed by the governor.

ADDITIONAL DEPARTMENT AWARDS

Each department director or manager may establish additional work-related awards and criteria, if applied fairly and consistently.

EMPLOYEE AWARD
**NOMINATION
FORMS**

**EMPLOYEE AND IMAGINE AWARD
NOMINATION FORMS**



Dana Webb
Chief of Staff



OKLAHOMA
Office of Management
& Enterprise Services

Steven Harpe
Director

Employee Award Nomination Form

Dana Webb
Chief of Staff



OKLAHOMA
Office of Management
& Enterprise Services

Steven Harpe
Director

IMAGINE Award Nomination Form