

Title: ACHIEVEMENT AWARDS

Approved by: _____
Sue Mackert, Executive Director

PURPOSE

To provide uniform procedures for the nomination and administration of achievement awards so that employees who demonstrate outstanding performance are appropriately rewarded.

APPLICABILITY

All Perpich Center for Arts Education employees subject to collective bargaining agreements and plans.

POLICY

The achievement award process is designed to recognize employees who have demonstrated outstanding job performance during the fiscal year. The nominees for these awards would be clearly recognized as outstanding performers; the awards are not meant to be rotated nor are they designed to deal with issues such as the employee who is at the top of the pay range or who is otherwise not eligible for a salary increase.

Perpich Center for Arts Education will allocate a set amount of money each fiscal year as part of the agency's annual operating budget for the purpose of issuing monetary achievement up to four times per fiscal year. Achievement awards will be distributed in accordance with provisions in labor contracts and plans. Awards will be distributed in the form of a lump sum unless applicable contract or plan language requires it in the form of a step increase.

The employee's immediate supervisor submits the nomination to the Human Resources Office at any time using the Perpich Center for Arts Education Achievement Award Nomination form. All signatures must be obtain prior to submitting the nomination form. The Executive Director will review and make final decisions on recipients of achievement awards.

In order for an employee to be considered for an achievement award, the employee must have a current performance review on file in the Human Resources office with satisfactory or better performance. Types of outstanding performance that will be considered:

- A. **Overall performance** - The employee has demonstrated consistent, exceptional performance throughout the appraisal period
- B. **Special Project** – Employee has done outstanding work on a project outside of normal job parameters with significant effect to the agency
- C. **Team Awards** – A group of employees who have delivered outstanding work on a special project or overcome significant challenges

An employee may receive only one achievement award per fiscal year.

PROCEDURES

1. The nomination for an achievement award shall be confidentially prepared by the employee's immediate supervisor. The nomination shall include:
 - a. Specific reasons or accomplishments why the award is being recommended,
 - b. A brief history of the employee's accomplishments while employed by the department,
 - c. Specific dollar amount of the award being recommended. Supervisor shall then submit the nomination to Human Resources.
2. Nominations received will be reviewed by Human Resources to ensure all required information is included on the nomination form; all signatures have been obtained; a current performance reviews is on file verifying satisfactory or better performance; and maximum percentages on awards would not be exceeded.
3. The Executive Director will review the nominations and select individuals to receive awards. Final approval will be made by the Perpich Board of Directors. If approved, the Executive Director will sign and date the nomination. If rejected, nomination is returned to the supervisor with reason for rejection.
4. Nominations that are approved are forwarded to the Human Resource Office and a congratulatory notice will be sent to the employee.
5. Human Resources will coordinate payment of the award with Financial Management operations.

FORM(S) THAT APPLY:

Achievement Award Nomination form

RELATED POLICIES AND REFERENCE(S):

43A.18, 2011 Minnesota Statutes Total Compensation
Collective Bargaining Agreements and Plans