

Teammate Recognition Program



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The Teammate Recognition Program was developed to provide managers with the tools to show appreciation and recognition for outstanding teammate contributions and years of service. Such contributions include work that exceeds normal job requirements, such as special projects, and/or that has a significant impact to customers or achieving the mission. The Program's success relies on continued commitment to reward exemplary performance when it occurs and to celebrate it throughout the Division or District.

Recognition event expenses may include food, beverages, and tableware and are capped at \$5.00 per person attending the event. Under no circumstances will meals include alcoholic beverages or decoration expenses. Meals will be allowed for teammate, supervisor, or manager of the year celebrations as well as retirement celebrations as outlined in this program.

All expenses (including petty cash) need to be submitted June 1 for inclusion in the current fiscal year. Expenses not submitted by the cutoff date will be deducted from the next fiscal year's budget.

Roles and Responsibilities

Human Resources:

Human Resources is responsible for administering the Teammate Recognition Program including:

- Budget (4219), oversight, management, and approval of expenses.
- Submits a food expenditure report twice per year (January and July) to DAS. This is in lieu of obtaining food approvals in advance from DAS.
- Communication and marketing of the program.
- Program revisions as needed.
- Educate NDOT staff on Teammate Recognition program.
- Highlight the Teammate Recognition Program as part of the Teammate Onboarding and ensure New Hires received credit to select a new hire gift.
- NDOT Human Resources will resolve any conflicts that arise with DAS guidelines.
- Write and submit external award nominations to DAS or Governor's Office.

Divisions/Districts Management:

- Create and administer a Division or District Specific Recognition Program in accordance with NDOT's program.
- Establish Division/District recognition committees of 3-6 members or more. If a teammate leaves the committee, then solicit volunteers to be on the committee. Committee members will be approved by the Division Head/District Engineer.
- In advance of an event submit food expenditure information to the Human Resources Division for approval.
- Encourage participation in the Teammate Recognition Program.
- District/Division Recognition Committee and the Division Head/District Engineer will review and approve or disapprove all recognition nominations. Nominations may also be returned with a request for additional information or justification.
 - Nominations that are disapproved will be returned to the originator with an explanation.

- If necessary, recommend the appropriate recognition award after reviewing the criteria.
- Conduct quarterly audits and reconcile expenses against reported dollars spent.
- Seek information from teammates to learn how they like to be recognized.
- Give teammates the option for opting in or out of public recognition events.
- A teammate may be recognized up to two times per recognition category in a calendar year.
- Recognition Committee members should meet at least quarterly to collaborate on new ideas and to ensure the vitality of the program.

Categories of Recognition

The Program provides managers specific recognition opportunities to reward extraordinary and superior performance and years of service with cash awards, NDOT merchandise, lunches, etc.

In addition, all honorees may be provided with the following general recognition opportunities.

- Highlighted on NDOT social media.
- “WayFinder” coverage.
- On news media. if appropriate.
 - Recognition Committees are responsible to provide the information to the Communication Division.
- Photographs may be taken to commemorate recognition.

Wall of Fame: The Wall of Fame is an area set aside to prominently display pictures, etc. recognizing teammates/teams/crews. Each Division and District Headquarters are encouraged to have a Wall of Fame celebrating their teammates. Individual District locations are also encouraged to establish a Wall of Fame for their teams.

DIRECTOR’S AWARDS

Innovation Award

This award is used to recognize and celebrate any teammates, or group of teammates, whose significant accomplishments created efficiencies, increased our productivity, improved customer service, and enhanced work culture, which reflect positively upon the department, the State of Nebraska, or their respective community, and which advance the mission, vision, and values of the Nebraska Department of Transportation.

A teammate may submit an innovation by completing NDOT Form 100. Teammates are also encouraged to submit nominations on behalf of others regardless of their status or relationship, i.e., peers, supervisors or managers, district engineers or division heads peers when aware of a person deserving of recognition for their innovative contribution.

The Director and Deputies will review all submissions and awards will be given at their discretion.

Award: Up to a \$500.00 award

Appreciation Award

This award is used to recognize and celebrate any teammate, or group of teammates, whose significant accomplishments or contributions reflect positively upon the department, the State of Nebraska, or their respective community, and which advance the mission, vision, and values of the Nebraska Department of Transportation.

District Engineers and Division Heads may submit nominations documenting the teammate's contribution or achievement, to a Deputy Director in writing. The Director and Deputies will review all nominations and awards will be given at their discretion.

Award: Up to a \$500.00 award

NDOT AWARDS

Nebraska Excellence in Safety Awards

Safety is a priority at NDOT. We strive to create safer roadways, workplaces and to continue to enhance our vigilance in the area of public safety. The purpose of the Nebraska Excellence in Safety Award is to recognize teammates who lead the way to support and enhance the safety of our citizens and teammates.

Personal Safety Recognition

Recognizes teammates who are successful in working the calendar year without a reportable accident and/or an injury. Teammates with no reported incident involving a motor vehicle or motorized equipment or an injury meet the criteria to receive the award. Human Resources will determine who has met the criteria for recognition based on recorded injury/vehicle accident reports and NDOT Form 367.

Current permanent teammates in the following positions are eligible for recognition:

- District Construction and Maintenance staff in non-clerical/administrative/management positions
- Bridge Inspection Crews
- Materials & Research staff working in laboratory settings and/or doing field work
- Operations Division teammates in non-clerical/administrative/management roles
- Roadway Design teammates on survey crews
- Right of Way Surveyors
- Intermodal Planning and Traffic staff that perform traffic counter duties

Award: Certificate and Lapel Pin

District Safety Recognition

Recognizes the District with the lowest number of accidents/injuries per person during the calendar year. Human Resources will determine the District with the lowest number of accidents/injuries per person based on recorded injury/vehicle accident reports and NDOT Form 367.

Award: \$20 certificate for each permanent teammate to select an item from the NDOT Store.

Excellence in State Service

NDOT State Service

NDOT Annually recognition event for 5, 10, 15, 20, 25, 30, 35, 40, 45, 50, 55, 60, etc. years of service to the Department of Transportation for permanent teammates. Awards given will be in compliance with DAS guidelines.

Award:

5, 10, and 15 years – certificate and choice of items from the NDOT Store of up to \$50.00

20, 25, 30, and 35 years – certificate and choice of items from the NDOT Store of up to \$75.00

40, 45, 50, 55, and 60 years – certificate and choice of items from the NDOT Store of up to \$100.00

District / Division 1st Year of Service

Managers will recognize teammates that have achieved 1 year of service shortly after the teammate has reached their 1-year anniversary. An honorable mention in the month of their anniversary may also be published in District or Division communications.

Award: Certificate and choice of items from the NDOT Store of up to \$40.00.

Retirement Celebration

The retiree may elect to have a retirement reception and/or lunch or evening meal event. A reception (cake/coffee) is reimbursable up to \$5.00 per person; if the retiree chooses a lunch or evening event, the retiree and one guest's meals will be paid (limited to \$30.00 for each meal). Arrangements for these events are the responsibility of the Division/District. Refer to NDOT Form 304 for a checklist.

Award: Retiree with 5 years of NDOT service may select a remembrance item from the NDOT Store up to \$150.00.

Welcome to NDOT

New NDOT teammates will be recognized and welcomed.

Award: Choice of items from the NDOT Store of up to \$40.00.

Emergency Public Service

For above and beyond service to the public, other State Agencies, or on behalf of NDOT in a natural disaster or emergency response situations.

Award: Certificate plus \$50 towards the NDOT store.

Good Samaritan

For demonstrating heroism and bravery in taking action to save a human life, with or without the risk of personal bodily harm.

Award: Certificate plus \$50 towards the NDOT store.

DISTRICT / DIVISION AWARDS

NDOT Excellence in Achievement and Performance

We value teammates who embody integrity, respect, and accountability. The purpose of the Nebraska Excellence in Achievement and Performance is to recognize teammates who are champions of our mission to provide the best services, products, and efficiencies to grow Nebraska.

Applicable Criteria:

- Exhibits extraordinary service and produces high-quality products or services that enhances the reputation of the State and NDOT
- Accepts responsibilities and duties that are above and beyond expectations
- Teammate is innovative, streamlines processes, and creates efficiencies to enhance customer service
- Demonstrates the ability to work with a diverse group of people; treats the public and peers with professionalism and respect
- Takes initiative to improve individual skills and knowledge and develops and recognizes others
- Recognizes the importance of their responsibilities and roles in fulfilling the Mission, Vision, or one of the NDOT's 8 Strategic Goals: (1) Fiscal Responsibility, (2) Environmental Stewardship, (3) Mobility, (4) Communication, Coordination, Collaboration, and Cooperation, (5) Asset Management, (6) Project Delivery, (7) Workforce Development, (8) Safety

Award: An item from the NDOT Store up to \$100 per month or \$250 per quarter. The District or Division can determine if their award program is monthly or quarterly in relationship to their budget.

NDOT Excellence in Leadership Award

Excellence in Leadership Award is designed to recognize and celebrate the achievements of a teammate whose demonstrates leadership behaviors that exceeds expectations.

Applicable Criteria:

- Demonstrates leadership ability, displays visionary leadership, displays leadership traits appropriate to the situation
- Promotes harmony and teamwork
- Communicates openly and honestly with his/her team and customers
- Promotes and enhances workplace morale
- Works together for the betterment of the group rather than for personal gain
- Takes the initiative to develop others
- Inspires confidence and respect
- Inspires teammates to become leaders
- Leads by example
- Recognizes the importance of their responsibilities and roles in fulfilling the Mission, Vision, or one of the NDOT's 8 Strategic Goals: (1) Fiscal Responsibility, (2) Environmental Stewardship, (3) Mobility, (4) Communication, Coordination, Collaboration, and Cooperation, (5) Asset Management, (6) Project Delivery, (7) Workforce Development, (8) Safety

Award: An item from the NDOT Store up to \$100 per month or \$250 per quarter. The District or Division can determine if their award program is monthly or quarterly in relationship to their budget.

NDOT Excellence in Customer Service Award

We value our customers and the relationships we build with them. The purpose of the NDOT Excellence in Customer Service is to recognize teammates who are dedicated to exceeding the expectations of our customers and enhancing the reputation of both the NDOT and the State.

Applicable Criteria:

- Volunteers to help others with whatever needs to be done
- Willingly accepts new projects, even when busy. Performs job in such a manner that it enhances the reputation of the Agency among customers
- Builds "win-win" relationships with customers
- Listens to key stakeholders to establish open lines of communication
- Demonstrates a high-level of courtesy, sensitivity and politeness when dealing with internal and external customers, even in the most difficult circumstances
- Recognizes the importance of their responsibilities and roles in fulfilling the Mission, Vision, or one of the NDOT's 8 Strategic Goals: (1) Fiscal Responsibility, (2) Environmental Stewardship, (3) Mobility, (4) Communication, Coordination, Collaboration, and Cooperation, (5) Asset Management, (6) Project Delivery, (7) Workforce Development, (8) Safety

Award: An item from the NDOT Store up to \$100 per month or \$250 per quarter. The District or Division can determine if their award program is monthly or quarterly in relationship to their budget.

NDOT Excellence in Mentorship Award

Recognizes teammates who foster a collaborative work environment, encourage personal and professional growth in their team members/teammates, and cultivate an environment of innovation to help grow NDOT.

Applicable Criteria:

- Fosters a collaborative work environment
- Encourages personal and professional growth in their team members/teammates
- Cultivates an environment of innovation to help grow NDOT
- Facilitates and encourages professional development in their teammates to develop individual talents and strengths
- Mentors and cultivates teammates creating a positive work culture that encourages innovation and creativity
- Works to build strong relationships that creates a high level of trust, respect, accountability, and credibility within their team
- Maintains accessibility by providing consistently opens lines of communication
- Collaborates with others to identify and analyze problems and works to apply creative solutions to streamline processes and make organizational improvements
- Recognizes the importance of their responsibilities and roles in fulfilling the Mission, Vision, or one of the NDOT's 8 Strategic Goals: (1) Fiscal Responsibility, (2) Environmental Stewardship, (3) Mobility, (4) Communication, Coordination, Collaboration, and Cooperation, (5) Asset Management, (6) Project Delivery, (7) Workforce Development, (8) Safety

Award: An item from the NDOT Store up to \$100 per month or \$250 per quarter. The District or Division can determine if their award program is monthly or quarterly in relationship to their budget.

On the Spot Recognition

A quick and meaningful way to recognize a fellow teammate for a job well done. Designed for any teammate to recognize other teammates within their division/district who has "stepped up"; by doing a great job in a difficult situation.

Award: Item up to \$25.00 that is already on hand at the location or through the NDOT Store as budgeted as part of the District or Divisions Recognition Program.

Loader Competition

This award is given on a yearly basis at the discretion of the District Engineer.

Award: 1st and 2nd place winners will receive an item of value up to \$50.00 from the NDOT store and a certificate. Winners will represent the District at the State Competition.

Shop/Yard/Construction Office of the Year

Annual award to the best shop/yard/construction office in each district based on cleanliness, production, record keeping, grounds upkeep, vehicle upkeep, etc. Consideration needs to be given as to the physical size of the area, size of the crew and activity the area supports, storage of unsightly materials, i.e., asphaltic oil, supply area.

Award: Adding a plate engraved with the Yard's Name and Year to a Plaque

INFORMAL AWARDS

Just Say Thanks

- Verbal Thanks
- Informal Note
- Email Note
- Orange Cone (NDOT Form 79)
- Thank you notes with Division/District theme may be presented, if available

Community Service

Outside of work activities, must be volunteer time and be non-profit to the teammate, i.e., Salvation Army bell ringer, Habitat for Humanity, coach, etc.

Award: Certificate

Teammate Recognition Committee Members

Recognition for Division or District Recognition Committee Member who completes 1-year of participation on the committee.

Award: Certificate

DAS AWARDS

Governor's Service Award: *in recognition of years served with the State of Nebraska. This includes all non-temporary service with any State Agency. May recognize teammates with an honorable mention in the month of their anniversary.*

Excellence in Leadership: *selection is made using the criteria set by Administrative Services. See NDOT Form 304e for nomination.*

"Ideas Pay Off": *State of Nebraska Suggestion System.*