

## **Human Resources Management Instruction Peer Recognition and Awards**

**Reference: Human Resources Policy Statement #4030.1, “Awards and Recognition”**

### **Background**

PSA’s policy on Awards and Recognition included Section VIII.D on Peer Awards, a non-monetary award. The policy stated that this section is to be developed. This Management Instruction provides the procedures for this section.

### **Peer Recognition**

Peer Recognition is a nomination form completed and submitted by an employee to recognize a peer for demonstrating one or more PSA values. For this management instruction, a peer is anyone not in the nominating employee’s supervisory chain. Examples: an employee may not nominate his/her immediate supervisor, Branch Manager, or Office Director or Office Deputy Director. The PSA Director and Deputy Director may not be nominated. Supervisors and managers may not nominate their subordinates for this peer award, but may recognize them through other awards that are listed in the policy on Awards and Recognition.

### **Peer Awards**

When an employee receives three praise cards (a praise card is the end result of the nomination process), he/she receives a Peer Award and chooses an item from among those designated for that level of award. The awards are non-monetary gift items. Subsequent awards are given when the employee reaches a multiple of three praise cards, i.e., six, nine and twelve.

### **PSA Values**

Peer recognition is made for demonstrating one or more PSA values. These are:

#### **1. Customer Service**

- Commitment to service to internal and external customers
- Communication

## **2. Initiative**

- Commitment to continuous learning and improvement
- Proactive problem solving
- Self-starter attitude

## **3. Integrity**

- Honesty
- Sincerity
- Commitment to standards of conduct for employees of a law enforcement agency and for Federal employees

## **4. Respect**

- Commitment to diversity and an open work place
- Appreciation of cultural differences
- Courtesy
- Professionalism

## **5. Teamwork**

- Collaboration
- Cooperation
- Praise
- Positive interaction with colleagues

## **6. Work Ethic**

- Reliability
- Productivity
- Efficient use of time and resources

## **Nomination Procedures**

An employee wishing to submit peer recognition does so by using the Peer Recognition and Awards form that is posted on the PSA Intranet under “Human Resources.” The nominator completes and saves the form to his/her computer and sends the form via email to the employee’s supervisor (use the telephone directory if necessary to determine the supervisor) and to the Human Resources Peer Award Coordinator (email address: PSA HR Coordinator).

## **Reviews**

The supervisor reviews the nomination to ensure that the write-up adequately addresses one or more of the PSA values and sends the form via email to the PSA HR Coordinator. The PSA HR Coordinator ensures that the nomination form is entered into a tracking system.

The above reviews are required by government-wide regulations because the awards are purchased with federal funds.

## **Praise Card**

After the review process, the PSA HR Coordinator prepares a recognition packet and forwards it to the supervisor with instructions to present the praise card to the recognized employee in an appropriate forum.

## **Awards**

The PSA HR Coordinator utilizes a tracking system to monitor the number of praise cards that each individual employee receives and informs the supervisor when an employee reaches a multiple of three praise cards. The supervisor notifies the employee that he/she is receiving a peer award. In addition to the praise card, the employee will be asked to choose from among items approved for that level, i.e., the receipt of three, six, nine, or twelve praise cards. The PSA HR Coordinator will provide the appropriate list of award items to the supervisor. Once the employee selects his/her award, the supervisor will inform the PSA HR Coordinator who will forward the item to the supervisor. The supervisor will recognize the employee and present the award at an appropriate forum such as a staff meeting and he/she will be recognized in “The Advocate.” The supervisor must keep copies of all approved nominations in the employee’s performance file (green folder).

## **Reports**

The PSA HR Coordinator will give monthly reports to supervisors of recognized employees, Branch Managers, Office Directors and the PSA Director/Deputy Director and will provide recognition/award lists monthly for “The Advocate.”