



Employee Reward and Recognition Plan

October 2006

Mission Statement:

The mission of the Department of Education is to provide educational leadership and services which promote equal educational opportunities and quality practices and programs that enable New Hampshire residents to become fully productive members of society.

Goal of Department's Reward and Recognition Plan

To recognize and reward individual achievements and successes of Department of Education staff that exceeds expectations and enables the Department to better achieve its mission.

Anticipated Outcomes

Improved morale; Increased awareness of individual contributions; Incentive plan to encourage increased achievement; Increased communication and feedback; Individual empowerment

Introduction

The Department of Education is committed to formally recognize and reward individual staff members in a meaningful and thoughtful way. We recognize that we have a talented and dedicated workforce that continually strives to help the Department succeed in achieving our mission and goals. Today, more than ever, we are consistently asked to do more with less resources and realize that recognition of such efforts can have a positive impact on our working environment. To that end, we are introducing a quarterly employee recognition and reward system called the **Department of Education Excellence Awards**.

The Plan

All staff members, as well as our constituent groups and the general public, are encouraged to submit a written statement supporting the nomination of any deserving staff member. Examples of nominations would be for someone that has offered assistance to meet a project deadline that is not their personal responsibility or a letter of appreciation or commendation that addressed a staff member's exemplary customer service or innovation in meeting the customer's request.

To nominate an individual, a written statement would be submitted to a Committee consisting of representatives of each Division of the Department. This committee would meet near the close of the quarter to review the nominating documents and vote for up to three individuals for **Excellence Awards**. If a committee member has been nominated or has nominated someone, he/she would recuse him/herself and an alternate would replace them.

The Reward and Recognition

After selection by the committee, the Commissioner will announce the recipients at a quarterly staff meeting, providing a venue to recognize and celebrate other successes within the Department. Each of the quarterly recipients will receive a "Golden Apple" (or other appropriate memento, such as a paperweight, etc.) as his/her own personal memento to keep. There will also be recognition on the Department's web site, including a brief summary of their achievement(s). Recipients may also be eligible for the state's Employee Suggestion and Extraordinary Service Award for going "above and beyond". (http://www.sunspot.admin.state.nh.us/employee_incentive/index.asp)

