

**Idaho Department of
Juvenile Corrections
Administrative
Policy/Procedure**

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SUBJECT: EMPLOYEE RECOGNITION AND AWARDS

CATEGORY: HUMAN RESOURCES

Policy

The purpose of this policy is to communicate the Idaho Department of Juvenile Corrections (IDJC) philosophy regarding employee recognition and awards. The IDJC understands the importance of acknowledging the extraordinary contributions, service, and dedication of our employees.

It is therefore the policy that IDJC recognizes and awards employees for their work performance, years of service, and/or development of new concepts that improve IDJC practices, methods, and procedures, or result in savings to the Department. The IDJC follows guidance provided in the Employee Longevity Certificates and Employee Recognition Awards memorandum issued jointly by Division of Financial Management and Division of Human Resources, dated August 7, 2017, ([appendix A](#)).

Operating Procedures

- I. Employee Recognition and Awards Program
 - A. IDJC Leadership Team members are responsible for establishing individual awards and eligibility criteria within their division/unit.

When establishing awards, the frequency of the award and the number of eligible employees will be considered so that all employees within the division/unit have an equitable opportunity to receive an award.
 - B. IDJC Leadership Team members will submit an award proposal to the Director using the IDJC Employee Recognition Award Program Request form (DJC-277) outlining the award to be given, maximum value of the award, frequency, eligibility criteria, selection process, and number of eligible employees.
 1. Awards shall contain an IDJC logo and the cost will not exceed **\$50**.
 2. All awards must be based on achievement in an area of the IDJC Strategic Plan: Mission, Vision, Values, or Goals.
 3. The proposal will be presented to the IDJC Leadership Team for consideration and approval.
 4. Employee eligibility criteria:
 - a. Employee's latest performance evaluation rating must be, "Achieves Performance Standards" or higher.

- b. Employee must not be on a Performance Improvement Plan (PIP) at the time of the nomination or disbursal of the award.
 - c. Employee must have no disciplinary action or pending disciplinary actions since the last performance evaluation.
- C. Instructions for preparing agency-wide recognition and awards certificates are outlined in a written protocol to maintain consistency and continuity. See reference section, below.

II. Employee Service Award Program

IDJC participates in the state service award program in order to recognize employees' service to the state of Idaho.

- A. Service award certificates are distributed by the Division of Human Resources (DHR). Frames are purchased for employees who have achieved five years of employment with the state of Idaho (based on credited state service hours) and every five years thereafter.
- B. Service award plaques are presented by the supervisor to the employee.
- C. For those completing 20 or 25 years of service, the employee will also receive a signed letter from the Idaho Governor.

III. Performance Bonuses

Performance bonuses are part of the approved Employee Recognition and Award Program. Refer to Compensation (346) policy and procedure for more information on eligibility and criteria.

IV. Employee Suggestion Program

The Employee Suggestion Program is an approved Employee Recognition and Award Program. Refer to Compensation (346) policy and procedure for more information.

V. Retiree Recognition

The IDJC recognizes retiring employees for their years of dedication and service to the state of Idaho.

- A. All retiring employees (as defined in item "B" below) are eligible for recognition at a retirement celebration held in their honor.
- B. Retirement eligibility is based on PERSI guidelines. Early retirement can occur, if the employee has at least 60 months of credited service and the employee is retiring in a month later than the birthday month the employee turns 55.
- C. Retirement celebrations may be requested by the supervisor/management and are approved by the Division Administrator/Superintendent.
- D. Retirement gifts and refreshments may not be purchased using state funds.

VI. Team Building

Teamwork is a core value of the IDJC. Supervisors are encouraged to promote and recognize teamwork through annual teambuilding activities.

- A. Teambuilding activities must be approved in advance by a Division Administrator.
- B. Teambuilding activities must support IDJC's mission and values.
- C. Expenditures cannot exceed \$20 per person.

VII. Expenditure Approval

All expenditures for recognition and related expenses, other than service award plaques, must be approved in advance of any purchase being made.

- A. All proposed expenditures shall be reviewed by the Administrative Service Administrator, or designee, in advance to determine whether the expenditure is allowable under IDJC policy and state guidelines, as follows:
 - 1. Items must have no cash value. Gift certificates are not allowed.
 - 2. Items must be of minimal cost.
 - 3. Items must be related to performance. Longevity awards beyond the DHR-provided certificate are not allowed.
 - 4. Raffles are not appropriate, as awards must be based on performance.
- B. All paperwork must be approved by the proper approval authority (Administrator).
- C. Non-allowable expenditures include:
 - 1. Christmas or holiday parties, bowling, golfing, etc.;
 - 2. Flowers or gifts for sick or hospitalized employees;
 - 3. Flowers or gifts for the death of any individual;
 - 4. Alcoholic beverages;
 - 5. Payment for employee spouses, partners or dates when they attend activities;
 - 6. Flowers or gifts for birthdays, anniversaries, or birth of child; and
 - 7. Any non-performance related expenditures.

VIII. Raising Funds for Department-Sponsored Holiday and Other Social Gatherings

- A. Asking for donations is acceptable, but they must be true donations. There will be no coercion or requirement to donate.
- B. Everyone must be allowed to participate regardless of whether they donated.

- C. Raffles to raise funds are prohibited. Under the Idaho constitution, only nonprofit organizations raising money for a charitable purpose qualify to hold raffles.
- D. Auctions and sales are prohibited. Idaho Code requires that seller's permits be obtained, and sales tax collected and remitted for all sales made.

IX. Other Expenditures

- A. Using state funds for flowers or other gifts for birth, illness, death in the family, or similar reasons is not allowed.
- B. State funds cannot be spent on refreshments for holiday, retirement (including board members/commissioners), employee recognition, or other department-sponsored social gatherings.

Reference: [Glossary of Terms and Acronyms](#)
 [Records Retention Schedules](#)
 [Records Destruction Logs](#)
 [Protocols for IDJC Recognition Awards and Certificates](#)

Desk Manuals: None

Related Policies: [Compensation \(346\)](#)
 [Records Management Program \(117\)](#)
 [Public Records \(901\)](#)

Related Forms: [IDJC Employee Recognition Award Program Request \(DJC-277\)](#)
 [Records Destruction Worksheet \(DJC-279\)](#)



STATE OF IDAHO

August 7, 2017

MEMORANDUM

TO: Executive Branch Agency/Department Heads (with the exception of Constitutional Officers)

CC: Agency/Department Fiscal Officers Agency/Department HR Officers

FROM: Jani Reviser, DFM Administrator
Susan E. Buxton, DHR Administrator

SUBJECT: Employee Longevity Certificates and Employee Recognition Awards

It is important to acknowledge our most valuable resource – our state employees. Keeping this goal in mind, as well as remaining good stewards of taxpayer dollars, this memorandum provides guidance to Executive Branch agencies. It replaces and updates the Employee Longevity Certificates and Employee Recognition Awards memorandum of November 21, 2016.

Board members and commissioners who receive compensation beyond actual expenses are to be treated as employees under this policy.

Nothing in this memo precludes gifts purchased with employee donations.

Longevity

The Division of Human Resources will continue to assist agencies in recognizing the dedication of state employees by providing longevity certificates signed by the Governor for those employees reaching a service milestone. In addition, employees with 20 or more years of service will receive a letter from the Governor.

- DHR distributes longevity certificates monthly to agency contacts. A sample certificate is attached. Agencies may purchase certificate frames at minimal cost to the state. If state funds are used to purchase certificate frames, the agency must treat employees the same (e.g., all employees receive a frame, all employees hitting a milestone receive a frame, etc.).
- Any other longevity awards or gifts, including retirement gifts, may not be purchased using state funds. This guidance was initially issued in May of 2009 and will not change.

Employee Recognition Awards

The state's [Fiscal Policies Manual](#), available on the State Controller's website, advises, "authority for employee recognition awards programs rests with agency management. As with other financial management matters, agency management should carefully consider internal management control systems when implementing such programs. Management should develop a written policy outlining the scope of the awards program. Management shall limit employee recognition awards only to factors related to work performance."

Agency policies should be developed in compliance with the following guidance:

Use of State Funds

- Per [State Travel Policies and Procedures](#), available on the State Controller's website, state funds cannot be spent on refreshments for holiday, retirement (including board members/commissioners), employee recognition, or other department-sponsored social gatherings.
- State funds cannot be used for social activities such as bowling, etc.
- State funds cannot be used to purchase items for sale in auctions, sales, or other fundraising activities.

Items for employee recognition

- Must have no cash value. Gift certificates are NOT allowed.
- Must be of minimal cost.
- Must be related to performance. Longevity awards beyond the DHR-provided certificate are not allowed.
- Raffles are not appropriate, as awards must be based on performance.
- Must qualify as a *de minimis* benefit under the [Internal Revenue Code](#).

Raising funds for department-sponsored holiday and other social gatherings

- Asking for donations is acceptable, but they must be truly donations. There can be no coercion or requirement to donate.
- Everyone must be allowed to participate regardless of whether they donated.
- Agencies cannot hold raffles to raise funds. Under the Idaho Constitution, only non-profit organizations raising money for a charitable purpose qualify to hold raffles.
- Agencies must obtain all permits and collect all tax required by Idaho Code when holding fundraising events.
- Agencies may apply for a temporary seller's permit from the Idaho State Tax Commission for a specific fundraising event or for an auction. Only three temporary permits per agency per year are allowed and permits must be in the director's name.

- The director is responsible for ensuring appropriate taxes are remitted and audit documentation is maintained. Guidance on sales tax and directions for how an agency should apply for a temporary seller's permit can be found [here](#).
- Agencies cannot apply for a regular seller's permit to sell items, nor have employees sell items, raise funds for employee recognition, longevity awards, gifts, or other agency holiday or social gathering.
- When selling items to raise funds, agencies must coordinate with the Commission for the Blind and Visually Impaired to ensure compliance with Idaho Code 67-5411 which designates the Commission as the sole licensing agency under the Randolph-Sheppard Vending Stand Act.

Nonprofits

- No agency or employee can create a nonprofit entity for the purpose of raising money for employee recognition, longevity awards, gifts, or other agency holiday or social gathering.

Attendance Awards

- Under no circumstances shall agencies grant awards to employees for not utilizing earned leave or otherwise penalize those who do use earned leave.
- Any employee recognition policies involving the use of state funds must be approved by DFM and DHR.

Other Expenditures

- Using state funds for flowers or other gifts for birth, illness, death in the family, or similar reasons is not allowed.
- Logo clothing is an appropriate expense only if employees need to be easily identifiable while completing job duties or promotion is part of an agency's mission.
- Per [State Travel Policies and Procedures](#), available on the State Controller's website, state funds cannot be spent on refreshments for holiday, retirement (including board members/commissioners), employee recognition, or other department-sponsored social gatherings.
- State funds cannot be used for social activities such as bowling, etc.