



# IN Department of Child Services Employee Recognition Bonus Program Guidelines

Director's Note (1/21/16)

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## **PURPOSE**

The Department of Child Services (DCS) Employee Recognition Bonus Program is designed to reward employees, at all levels, by recognizing exceptional performance and outcomes related to the DCS mission, vision and values.

## **SCOPE**

These guidelines apply to all employees that meet the program requirements.

## **PROGRAM REQUIREMENTS**

The following requirements must be met for all nominations to ensure a successful and consistent reward and recognition program for DCS.

- Employee must have completed at least six (6) months of continuous employment with the DCS at the time of nomination
- Employee must be successful in meeting all performance expectations and competencies
- Employee must not be on a work improvement plan, have had disciplinary action or a letter of counseling issued in the six (6) months prior to nomination

## **NOMINATIONS**

Bonus nominations for an individual or team may be submitted using the DCS Employee Recognition Bonus Program Nomination Form for award amounts of \$100 (Team Player Award), \$250 (Rock Star) or \$500 (Champion for Hoosier Children – agency head award). All employees are encouraged to participate and may submit peer- to- peer nomination recommendations to supervisors for consideration. Formal nominations will be submitted by all levels of management. All approvals must be obtained prior to any announcements.

Reasons for an award may vary, but in general can be summarized into the following categories:

### **Team Player Award - \$100.00**

- Demonstrating and expecting the best from self and others, inspiring the spirit of the DCS mission
- Exceptional service internally to fellow DCS co-workers or externally with clients and families
- Going above and beyond in work activity or quality
- Modeling open and direct communication, inspiring a healthy, proactive work environment

### **Rock Star Award - \$250.00**

- Exceptional diligence or initiative that was directly responsible in meeting special workload projects involving unexpected difficulties and operational demands

- A strong sense of accountability/ownership in completing the work/project
- Going above and beyond in work activity or quality
- Providing exceptional customer/client service

**Champion for Hoosier Children Award (Agency Head Award) - \$500.00**

- Accomplished actions of major significance to the state of Indiana in such a manner as to have been clearly exceptional among all who have performed like or similar duties
- Developed major and improved methods, procedures or policy which improved statewide efforts
- Provided outstanding leadership or administration in a major redirection of objectives or accomplishments to meet unique situations

**APPROVALS**

The Team Player (\$100) and Rock Star (\$250) awards will require final approval by the Deputy Director. The Champion for Hoosier Children (\$500) award will require approval up to the Chief of Staff/Agency Head. All approved award forms must be forwarded to [DCSRecognitionProgram@dcs.in.gov](mailto:DCSRecognitionProgram@dcs.in.gov) for processing/tracking as well as the requesting supervisor/manager to notify the employee. Awards will be processed no later than the following pay period in which the approved form was received by payroll. The respective supervisor (and leadership team) will notify the employee of the award and use individual and team meetings as well as other celebratory opportunities to share individual and team successes.

**The employee must be actively employed with DCS at the time of award approval and payout.**

**REPORTING/BUDGET**

At the beginning of each fiscal year, an overall agency recognition award budget will be determined. The Finance Division will track nominations, amounts and total spending.