

## **OUTSTANDING ACHIEVEMENT AWARD**

*(This nomination will also automatically nominate  
the employee for Reclamationist of the Year)*

This award is one of the highest in the Division and will be presented to an employee showing outstanding performance throughout the year. The employee will be nominated by a supervisor and approval of the award will be made by the Executive Leadership Management Team prior to the Division annual meeting. The Reclamationist of the Year will also come from these nominations which will be determined by the Division Director. (The Reclamationist of the Year Award is only eligible for employees below the level of Assistant Director. All other awards are open to any Division of Reclamation staff member.) The employee receiving the Reclamationist of the Year Award will also be automatically nominated for the Department's Lieber Award. A maximum of four (4) finalists will be selected with one becoming Reclamationist of the Year and the remaining honored as Outstanding Achievement Award Recipients.

Nominations should be limited to no more than two typed pages.

### Criteria

1. The recipient must be a full time salaried employee of the Division a minimum of one year at the time of nomination (defined as being on Reclamation's payroll).
2. The recipient must have performed in an outstanding manner within the Division in the past year and those accomplishments delineated on the nomination form. For the purposes of this effort, past year is defined as the timeframe January 1 through December 31 of the previous year.
3. Has assumed a high level of responsibility in work tasks such as handling the more difficult assignments, worked on special projects, made significant contributions to the accomplishment of work group goals and objectives, etc..., in the previous year.
4. Is recognized as an employee who has good technical expertise and a reputation for excellence in his/her field.
5. The employee is known for adherence to high standards of conduct.
6. The employee can always be relied upon to come through when a job needs to be done and the supervisor is confident it will be done well.
7. The employee is always willing to help someone else out.

## ***"HIGH RECOGNITION AWARD"***

### **CRITERIA:**

- Must be a full time salaried employee of the Division of Reclamation at the time of nomination (defined as being on Reclamation's payroll).
- Shows consistent high performance as documented within this "MOTION TO NOMINATE". Please cite specific projects, events, or work exhibited by this individual for which special recognition is warranted. This narrative will be read at the Division meeting for the award recipients.

## **ESPRIT DE CORPS AWARD**

(Webster's official definition of "Esprit de Corps" is "*the common spirit existing in the members of a group and inspiring enthusiasm, devotion, and strong regard for the honor of the group*".)

This is an award given by staff to other staff members to recognize the display of spirit and commitment to the common goals of the division. The only criteria for this award are that the staff member has been an employee of the division (defined as being on Reclamation's payroll) at the time of nomination. A maximum of one (1) employee may receive this award per year.

1. Nomination for this award will come from staff on the nomination form with a narrative of 100 words or less.
2. The Awards Board will review and compile the nominations for voting by all staff. The nomination narratives will be e-mailed to staff for their voting consideration.
3. Ballots will be distributed, and each staff member can vote for one (1) nominee. (The ballots will be on unique paper and each sheet numbered. Any duplicate ballots will automatically be discarded.)
4. The Awards Board will tally the votes, and the top vote count will be the sole Esprit de Corps award recipient.