# MISSOURI DEPARTMENT OF TRANSPORTATION
## PERSONNEL POLICY PROCEDURES

**PROCEDURES FOR PERSONNEL POLICY: 6001, "Employee Recognition"**

**EFFECTIVE DATE:** March 15, 2025
**PRIOR EFFECTIVE DATE:** November 15, 2020

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## PROCEDURES

### General

1. Employee Recognition programs are intended to recognize and praise employees' accomplishments that help the department be successful. Supervisors who say "Thank you" to employees for jobs done well help create a positive work environment that is critical for the retention of better employees in the department. In addition to saying "Thanks," providing recognition and awards for certain accomplishments are also valuable in showing employees their efforts and results are appreciated.

2. Supervisors should encourage employees to apply for State of Missouri recognition programs to promote the department's mission and values through the innovation and dedication of department employees.

3. The district/division/office or incentive program sponsor approving High Achiever or Note Worthy recognitions will grant awards to employees.
   a. District engineers and division leaders/state engineers (or designees) are authorized to purchase "Thank You" notes, Certificates of Appreciation, and tangible gifts valued at less than $40 for an employee's occasional Note Worthy achievement that does not qualify for an incentive program or a High Achiever recognition.
   b. Those granting awards and the supervisor nominating employees for High Achiever recognition are responsible for ensuring the employees are eligible to receive the award based on each recognition program's specific standards and Personnel Policy 6001, "Employee Recognition." Contact the local Human Resources (HR) representative by email with the names of employees being considered for awards to receive information on disciplinary actions that may impact potential awards. The HR representative will respond by email to provide written documentation about which employees are eligible and which are not eligible to receive an award.
   c. When an award is provided, an explanation of the specific achievements must be stated to ensure each employee understands why they are receiving the award.
   d. Awards or recognitions are to be given with sincere statements of thanks and within a brief time following when the achievements occurred.
   e. Awards and eligibility are defined within Policy 6001 under each incentive program; they may include cash, tangible gifts, or paid leave.
   f. If presentations are made in group sessions and refreshments are provided, see Financial Services Policies and Procedures "Department Provided Food" policy. Not all award presentation sessions should include refreshments.

4. Cash and paid time off are taxable income and subject to tax withholding.

5. Cash and tangible gifts (if exceeding $100) may be reported on each employee's year-end W-2. Cash, tangible gifts, and paid leave awards must be reported to the FS Division-Payroll Section. See specific procedures below.

6. Existing district/division/office budgets fund the awards, unless department management specifies a different funding source. Work with the FS Division if a transfer of funds is appropriate.

7. Wage employees (seasonal, summer, temporary part-time/retirees, and emergency) do not earn, and cannot be awarded, paid time off.

**Paid Leave Awards Process**

8. The incentive program sponsor, or the district/division approving High Achiever paid leave awards, emails the Employee Recognition Form to Central Office Human Resources (COHR) or a local HR representative to verify eligibility. Once eligibility is verified, the form should be emailed to the FS Division – Payroll Section. The district/division designee should be copied to confirm their consent for the awards. The following information is listed on the Employee Recognition Form:
   a. Employee organization code.
   b. Employee full name (Last, First, Middle Initial).
   c. Employee's social security number (last 4-digits).
   d. Number of hours of paid leave awarded.

9. The FS Division – Payroll Section ensures paid leave to be awarded does not exceed the employee recognition limit of 24 hours issued per calendar year (See report: Total Leave Award by Employee and Calendar Year.) If the limit is exceeded, hours awarded are reduced for the employee, and the incentive program sponsor or the district/division/office will be notified by COHR or a local HR representative.

10. The FS Division – Payroll Section records hours of paid leave awarded in SAM II.

11. The employee schedules use of leave with the supervisor and codes usage to "LWPPA" (Leave With Pay-Performance Award).

**Cash Awards Process**

12. The incentive program sponsor, or the district/division/office approving High Achiever cash awards, emails the Employee Recognition Form to COHR or a local HR representative to verify eligibility. Once eligibility is verified, the form should be sent to the FS Division – Payroll Section. If someone other than the district engineer or division leader/state engineer provides the information, they will also be copied on the email to confirm their consent for the awards. The following information is to be listed on the Employee Recognition Form:

a. Employee organization code.
b. Employee full name (Last, First, Middle Initial).
c. Employee's social security number (last 4-digits).
d. Dollar amount awarded.
e. Account coding information (DEFAULT time coding for organization).

13. The FS Division – Payroll Section determines cash award amount to be awarded does not exceed the employee recognition limit of $2,000 for the combined total of cash, and tangible gifts issued per calendar year. (See report: Total Cash & Tangible Gift Awards by Employee and Calendar Year). If the limit will be exceeded, cash awarded is reduced for the employee and the incentive program sponsor or the district/division/office will be notified by COHR or a local HR representative.

14. The FS Division – Payroll Section adds the cash award to the employee's paycheck.

**Tangible Gift Awards Process**

15. The incentive program sponsor, or the district/division approving tangible gifts, emails the Employee Recognition Form to the FS Division – Accounts Payable. The local HR representative will be copied to confirm the employee's eligibility to receive the award. If someone other than the district engineer or division leader/state engineer provides the information, they will also be copied on the email to confirm their consent for the awards. The Employee Recognition Form becomes an invoice request and includes the following information:
    a. Vendor name, address, and SAM II vendor number.
    b. Employee organization code.
    c. Employee full name (Last, First, Middle Initial).
    d. Employee's social security number (last 4-digits).
    e. Reason for the award.
    f. Dollar value of the tangible gift.
    g. Account coding information, use object code 2253 Recognition Awards.
    h. Contact name and phone number.

16. The FS Division – Payroll Section determines the tangible gift award amount to be awarded does not exceed the employee recognition limit of $2,000 for the combined total of cash and tangible gifts per employee per calendar year (See report: Total Cash & Taxable Gift Awards by Employee and Calendar Year). If the limit will be exceeded, the incentive program sponsor or the district/division and the FS Division – Accounts Payable Section is notified of the tangible gift requests that exceed an employee's annual limit. The invoice request total is adjusted so the tangible gift is not purchased. If an employee is on leave-without-pay status, the tangible gift cannot be purchased until the employee returns to work.

17. The FS Division – Accounts Payable Section provides the check and a copy of the Employee Recognition Form with payment document number to the incentive award program sponsor or the district/division/office to purchase the tangible gifts.

18. The program sponsor or the district/division/office awarding the tangible gift, and a person from the FS Division will confirm and document the receipt, storage (if not immediately distributed), and distribution of tangible gifts.

    a. The documentation of receipt of tangible gifts includes the number received, the date received, the signature of the incentive award program sponsor or the district/division/office awarding the gift, and the signature of a person from the FS Division confirming the receipt and count of tangible gifts received. When tangible gifts are distributed to employees, the incentive program sponsor or the district/division/office obtains each employee's signature and the received date of the tangible gift on the Employee Recognition Form.

    b. Partial distributions of tangible gifts require a log to show the original quantity, the date and number distributed, and a new total of gifts still secured. The log will contain signatures of two people confirming the quantity taken for distribution and the quantity remaining in storage. When all tangible gifts are distributed, forward the log to the FS Division – Accounts Receivable Section to be attached to the original invoice request form.

19. Incentive program sponsors or the district/division/office makes a copy of the signed form(s). The signed original form is sent to the FS Division – Accounts Payable Section with a copy sent to the FS Division – Payroll Section if the cost exceeds $100.

20. The FS Division – Accounts Payable Section ensures forms are returned and signed for each tangible gift purchased.

21. The FS Division – Payroll Section adds the tangible gift amount to the employee paycheck according to Financial Policies and Procedures "Miscellaneous Deductions" policy. This needs to be completed within two weeks of the date of the check to purchase the tangible gifts if the cost exceeds $100.

22. The FS Division – Accounts Payable Section and the FS Division – Payroll Section perform quarterly quality assurance reviews for receipt of signed forms and applicable updates in the payroll system.

23. Incentive program sponsor or the district/division/office shall coordinate the return of tangible gifts with the vendor.

**Quality Assurance Guidelines**

24. District engineers and division leaders/state engineers will ensure recognition programs are administered consistently within their areas and will discuss any concerns with the HR Director. Items to consider during the review include:

    a. What type of recognition is being given to employees (Incentive, Safety, High Achiever, Note Worthy, or Other)?

b. Who is granting or recommending the recognition (district engineer, division leader/state engineer, or supervisor)?
c. When and how frequent is recognition being given?
d. Why is the recognition being given (was achievement significant, what was the achievement, etc.)?
e. Does documentation exist to show who is receiving the recognition?
f. Does each employee meet the specific eligibility requirements of the recognition program's rules?
g. Have disciplinary histories been considered?
h. Are employees being given duplicate recognition for the same achievement?
i. Have recognition awards given to permanent part-time employees been pro-rated when applicable?
j. Has an employee been awarded more than the annual maximum amount under any award program or the calendar year limit for a combination of awards? Example, has an employee exceeded the $100 limit on Note Worthy awards?
k. Has the FS Division been consulted to determine taxability and have employees receiving awards been informed of the taxability of awards they received?
l. Have leave and cash awards been reported to the FS Division? Have tangible gift awards been reported to the FS Division?
m. Does the district/division/office have guidelines they use to ensure consistency for the Note Worthy recognition program?

**Cross References**
Financial Policies and Procedures "Department Provided Food" Policy

**FORM**
Form FS - "Employee Recognition Award" can be found in Financial Policies and Procedures on the FS Division intranet.

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Human Resources Director