

## **NORTH DAKOTA VOCATIONAL REHABILITATION AWARDS POLICY**

**Purpose:** To establish written policies and consistency in awarding employee awards.

**Authority:** Federal OMB Circular A-87, Attachment B17, provides for the cost of awards of appreciation for employee morale and health and welfare.

All awards will be limited to plaques, certificates and star shaped paperweights as follows:

### **I. Awards**

#### **1. Director's Award for Excellence**

The recipient of this award can be any Vocational Rehabilitation employee who best meets the established selection criteria. The selection of the award recipient is made by the director of Vocational Rehabilitation from nominations submitted by co-workers.

#### **2. Director's Award for Counselor Achievement**

The recipients of this award are the top 10% of counselors who have the highest number of individuals successfully closed rehabilitated.

#### **3. Director's Award for Counselor Achievement (Honorable Mention)**

The recipients of this award are the next 10% of counselors who have the second highest number of individuals successfully closed rehabilitated.

#### **4. Career Achievement Award**

This award is based on the number of individuals successfully closed rehabilitated over the life of a counselor's career. The recipients of this award receive a one-time plaque with a certificate. The recipient must successfully close 100 individuals, with a new certificate issued at each additional 100<sup>th</sup> milestone.

- Counselors who close 500 individuals successfully rehabilitated, will receive a silver star paper weight
- Counselors who close 600 individuals successfully rehabilitated, will receive a gold star paper weight
- Counselors who close 700 individuals successfully rehabilitated, will receive a crystal star paper weight