



STAFF MEMO

August 28, 1987

To: OTA staff
From: John H. Gibbons *JHG*
Subject: Employee Recognition

The attached announcement describes the establishment of the OTA Employee Recognition Program. It is a standing policy at OTA to attract the best possible employees, provide a constructive, satisfying, challenging, and creative environment, and to encourage the growth and development of all employees. A natural consequence of such a policy is that the products of the agency will directly benefit.

It is widely agreed that the Distinguished Service Award will work best if it is organized and guided by OTA employees, and for that reason I am establishing an OTA Employee Recognition Committee. This Committee will have rotating membership as described in the attached announcement, "OTA Employee Recognition Program." The initial members of the Committee are as follows:

one-year term:	Ginny Cwalina Phil Jackson Howard Levenson Peter Sharfman
two-year term:	Alan Crane Gary Ellis Gail Kouril Nancy Naismith (Chair)

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OTA Employee Recognition Program

Following several years of internal study and examination of the practices of other institutions, the following plan is established for employee recognition.

Service Recognition Awards and Distinguished Service Awards will be presented at an annual OTA ceremonial occasion held for that purpose.

I. SERVICE RECOGNITION AWARD

After completing 5, 10, and 15 total years of service at OTA, each employee shall receive a certificate with a citation which highlights that individual's most significant contributions.

II. DISTINGUISHED SERVICE AWARD

This award, for particularly notable and outstanding contributions to OTA and its mission, will be given annually to a very few (up to five) employees.

- A. Selection Criteria. The Distinguished Service Awards will be given to those individuals who have made notable and outstanding contributions to OTA and the accomplishment of OTA's mission. Since all positions at OTA are necessary for the agency to carry out its mission, all employees will be eligible for this award. The award may be based on specific accomplishments or sustained performance over an extended period. The award will recognize individuals who have distinguished themselves in many of the following ways:
- o shown exceptional insight, innovation, skill, and dedication in their work;
 - o been exceptionally helpful in facilitating the work of others;
 - o shown exceptional initiative in the development of new and improved work methods and procedures that result in substantial benefits in terms of manpower, costs, time, and/or materials or significantly improve the work environment at OTA;
 - o performed their duties in an exceptional manner that boosts morale and productivity and/or inspires others to excellence; or
 - o performed other exceptional and meritorious acts or produced results which should be singled out as exemplary.
- B. Eligibility. Only permanent employees who have completed three or more years at OTA are eligible for this award.

- C. Nominations. Nominations may be made by any OTA employee, but two or more nominations are required for the individual to be considered. The number of nominations beyond the minimum requirement will not be a consideration. The nomination will consist of a one page memo to the Employee Recognition Committee giving the name of the employee being nominated, the names of the nominators, and a description of the specific activities or accomplishments of the nominee that warrant consideration for this award. Nominations will be kept confidential.
- D. OTA Employee Recognition Committee. The Committee will review nominations for the Distinguished Service Award and make recommendations to the Director. The Committee is appointed by the Director. It will consist of eight employees: two from each of the four OTA divisions. Members will serve for two years, with half rotating off each year. The Committee Chair will serve for one year, and will be appointed by the Director. The Personnel Office will assist the Committee. Committee members are not eligible for the Award during their tenure on the committee.
- E. Selection Process. The Employee Recognition Committee will make its recommendations to the Director based on the nominations, interviews with the nominators and other individuals, and the considered judgment of the Committee.
- F. Schedule. The process will begin in the fall of 1987.

August 1987	Appointment of Awards Committee.
September 1987	Request for nominations for Distinguished Service Award by the Awards Committee
October 9, 1987	Nominations closed
October/November 1987	Presentation of Awards at all-OTA celebration