

REGULATION

MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: GAA, GJA-RA, GJB-RA

Responsible Office: Human Resources

Employee Recognition

I. PURPOSE

To establish the responsibility and provide guidelines for recognizing MCPS employees for accomplishments, outstanding service, years of service with the school system, an act of heroism, or an exceptional act

II. PROCEDURES

A. Recognition of Employee Accomplishment

1. Type of Award

In recognition of an accomplishment, an employee may be granted one or more awards or recognitions, such as:

- a) Letter of appreciation
- b) Recognition at a staff, cluster, administrative and supervisory, or Board of Education meeting
- c) Plaque and/or certificate
- d) Professional growth opportunity
- e) Article in *The Bulletin*/newspaper/Web site
- f) Support and encouragement of employee who wishes to take courses for their professional development and/or for promotional opportunities
- g) Nomination for community awards
- h) Above and Beyond the Call of Duty (ABCD) award

2. Eligibility

An employee may be eligible for recognition by the immediate supervisor when the employee achieves a significant accomplishment such as:

- a) Earning a degree or certificate of study
- b) Receiving awards from community or professional association
- c) Training an intern/new employee
- d) Acting as a mentor
- e) Presenting at a professional conference
- f) Holding office in a professional organization
- g) Serving on school system committees
- h) Developing better procedures for performing a task
- i) Completing unique assignments
- j) Teaching courses, training teams, or individuals
- k) Developing or initiating innovative or creative ideas

B. Recognition of Outstanding Service

1. Type of Award

In recognition of outstanding service, an employee may be granted a certificate of recognition and letter of commendation from the immediate supervisor.

2. Eligibility

An employee is eligible for an outstanding service award when:

- a) Quality of work is performed in a sustained, outstanding manner

b) The immediate supervisor recommends an award.

3. Recommending and Approving an Award

a) Recommendation Initiated by the Immediate Supervisor

- (1) Using MCPS Form 460-9: *Request for Outstanding Service Award*, the employee's immediate supervisor, or an appropriate administrator, submits a recommendation to the principal or department director, including specific reasons for the recommendation and examples of outstanding service.
- (2) Following receipt of the recommendation, and, in a timely manner, the principal or department director forwards the form with a recommendation for approval or disapproval to the appropriate associate superintendent or chief operating officer.
- (3) Following receipt of the recommendation, and, in a timely manner, the associate superintendent
 - (a) Reviews the recommendation and supporting data
 - (b) Recommends approval or disapproval
 - (c) If the recommendation is approved, the associate superintendent forwards the recommendations and related materials to the appropriate deputy superintendent or chief operating officer
- (4) The deputy superintendent or chief operating officer is responsible for the final approval or disapproval of the recommendation. Following receipt of the recommendation, the deputy superintendent or chief operating officer approves or disapproves the request. The deputy superintendent or chief operating officer submits all documents to the associate superintendent, Office of Human Resources. Documents of approved requests will be placed in the employee's personnel file; documents of disapproved requests will be returned to the originator through appropriate channels by the Office of Human Resources.

(5) The associate superintendent, Office of Human Resources, is responsible for forwarding approved awards to the appropriate associate superintendent or department director for presentation.

b) Recommendation Initiated by an Associate Superintendent

(1) An associate superintendent completes MCPS Form 460-9 and submits the recommendation to the deputy superintendent or chief operating officer for the final decision.

(2) Following receipt of the recommendation, the deputy superintendent or chief operating officer approves or disapproves the request and forwards the material for processing in accordance with item a) (4) and (5) above.

c) Recommendation Initiated by the Superintendent, Deputy Superintendent, or Chief Operating Officer

Recommendations initiated by the superintendent, deputy superintendent, or the chief operating officer are processed as outlined above, except that the final approval or disapproval of the award is determined by the superintendent, and the presentation of an award is made by the superintendent, deputy superintendent, or chief operating officer.

C. Recognition of Years of Service

1. Type of Award

A pin indicating the years of MCPS service is awarded to each eligible employee.

2. Eligibility

An MCPS employee is recognized for years of service during the same fiscal year in which the employee completes 15, 25, or 35 years of MCPS service.

3. Responsibility for the Recognition Program

The associate superintendent, Office of Human Resources, is responsible for coordinating the program(s) for presenting awards for recognition of years of service.

D. Recognition of an Act of Heroism or an Exceptional Act

1. Type of Award

In recognition of an exceptional act or an act of heroism, an employee may be granted a certificate of recognition and a letter of commendation

2. Recommending and Approving an Award

- a) An employee may be recommended by his/her immediate supervisor for recognition of an exceptional act or an act of heroism. The immediate supervisor submits a recommendation, with supporting data, to the responsible associate superintendent or director for approval or disapproval.
- b) If the recommendation is approved, the associate superintendent or director submits the recommendation and supporting data to the deputy superintendent or chief operating officer for final approval or disapproval.
- c) The deputy superintendent or chief operating officer notifies the associate superintendent or director of the final decision and, if the recommendation is approved, the associate superintendent, Office of Human Resources, is notified.
- d) For each recommendation approved, a proposed resolution recognizing the employee's exceptional or heroic act is forwarded by the superintendent to the Board of Education for appropriate action (see Item 1, a) and b) above).
- e) The associate superintendent or director is responsible for notifying the employee's immediate supervisor of the final decision and, if the recommendation is approved, notifying the employee.

E. Other Recognition of an Honor or Award Received

Information concerning an honor or award received by an employee is forwarded to the associate superintendent, Office of Human Resources for inclusion in the employee's personnel file and to the Department of Communications for inclusion in *The Bulletin*.

Regulation History: Formerly Regulation No. 470-2, revised October 1982; revised June 5, 2006.