

BPA Human Resources Desk Reference

Employee Recognition and Awards

HR Desk Reference: 410-08-01

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1. Purpose & Background

This HR Desk Reference implements BPA HR Directive 410-08: Employee Recognition and Awards.

A. Introduction:

1. **Governance model:** This HR Desk Reference is part of a tiered approach to BPA's Human Resources governance model. The first tier is the BPA HR Directive, which provides broad BPA-wide guidelines and standards for making specific human resources-related decisions and specifies who in BPA is delegated the authority to make them.

The second tier consists of HR Desk References covering more detailed instructions concerning program administration and processes. These second tier documents will be authorized in the "Related HR Desk References" section of the BPA HR Directive when they are published as an extension of a specific HR Policy.

The third tier consists of Standard Operating Procedures applicable to a specific business process. Standard Operating Procedures may stand alone or be encompassed in an HR Desk Reference.

2. **Design of the HR Desk Reference:** In order to support the overarching guidance contained in the relevant HR Policy, this HR Desk Reference provides a standardized and consistent approach to HCM's and BPA Management's administration of the programs and processes contained in this HR Desk Reference.
3. **Using the HR Desk Reference:** Recorded information is an integral part of all business functions at BPA and as such, is an asset of the agency that is handled and managed based upon content and the circumstances surrounding the function. Users of this HR Desk Reference are likely to reference a specific function or procedure rather than reading it in its entirety and it is therefore structured to reflect this type of use.

B. Objectives:

This HR Desk Reference provides procedures to be followed to recognize employees and their accomplishments, milestones and contributions to further BPA's mission. It also provides information and clarification about BPA's recognition programs and opportunities to support the goal of a recognition-rich culture.

C. Background:

DOE views its performance management programs as strategic tools to increase individual success and accountability, achieve agency and organizational goals, and improve efficiency. A program that works well helps supervisors to recognize their employees' full performance

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potential, identify high achievers, identify areas requiring improvements, and differentiates between the two, thereby assisting with meeting BPA’s and DOE’s missions and goals.

BPA’s three-tier recognition system provides the foundation to recognize individuals, groups and organizational achievements. The variety of programs and venues provide opportunities to enhance the recognition culture, increase engagement and express appreciation throughout the year, through timely, specific and sincere recognition.

It is important to give recognition in a fair and consistent manner. A recognition-rich culture increases employee engagement, morale and productivity. Favorable recognition, when it is not earned or explained, often reduces an employee’s pride in his or her work. On the other hand, when recognition is not given where it is deserved, employees may become discouraged and lose their incentive to do a better job.

2. Applicability

These procedures apply to all non performance-based awards and recognition for all BPA managers and employees, and to all BPA managers and employees using, or being recognized through, BPA’s recognition programs.

3. Terms & Definitions

- A. **Award:** Something bestowed, or an action taken, to recognize and reward an individual or team achievement that contributed to meeting organizational goals or improving the efficiency, effectiveness, and economy of the Government or is otherwise in the public interest. Such awards include, but are not limited to, employee incentives which are based on predetermined criteria such as productivity standards, performance goals, measurement systems, award formulas, or payout schedules.
- B. **Casual meals:** Meals that include such items as pizza, sandwiches, or barbeques, but do not include meals the public would consider to be excessive or extravagant.
- C. **eCards:** Cards sent electronically to recognize achievements of others at BPA.
- D. **Honorary recognition:** Non-monetary items that have lasting trophy value, symbolize the employee-employer relationship, are appropriate for public use and consistent with appropriate expenditure of public funds and are items the recipient will value. They do not convey a sense of monetary value of their own.
- E. **Hours in Pay Status:** Regular time worked and hours in paid leave status, such as annual leave, sick leave, credit hours, compensatory time off, excused absence, military leave, and “continuation of pay” time under FECA.
- F. **HRmis awards:** Awards that are included in the recipient’s Earnings and Leave Statement and documented in the recipient’s eOPF. They include: On the Spot, Special Act, and Time-Off awards.

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- G. **Informal awards:** Non-monetary items intended to recognize contributions of lesser scope that might otherwise go unrecognized. The items must be of nominal value and must take an appropriate form to be used in the public sector and be consistent with appropriate expenditure of public funds. These awards also include some safety awards.
- H. **Light refreshments:** Incidental refreshments that include, but are not limited to, items such as doughnuts, bagels, fruit, pretzels, cookies, chips, muffins, and non-alcoholic beverages such as coffee, tea, milk, juice, and soft drinks.
- I. **Monetary awards:** Are one-time payments awarded to an individual or group of employees for an outstanding accomplishment or contribution that produces tangible savings or intangible benefits to the Government, for effective performance.
- J. **Pay pool:** The funding allocated for awards.
- K. **Positive net revenue:** BPA’s net revenue (exclusive of any adjustments due to refinancing of Energy Northwest debt and the Financial Account Standard 133 mark-to-market adjustment for derivatives) is positive for the fiscal year, regardless of improvements that may have been made in financial performance from start-of-year expectations.
- L. **Recognition:** Acknowledging contributions through monetary and non-monetary means.
- M. **Recognition celebration:** An opportunity to recognize employee (BFTE) accomplishments formally, and may or may not include speeches and awarding certificates of accomplishment. Examples of accomplishments that qualify for recognition include: project completions, major milestones, completion of significant work efforts, safety award celebrations, and other comparable achievements.
- N. **Relative:** An individual who is related to the employee as a spouse, father, mother, son, daughter, brother, half-brother, sister, half-sister, grandfather, grandmother, grandson, granddaughter, uncle, aunt, first cousin, nephew, or niece, as well as step-relatives and in-law relatives. This definition is outlined in the Employee Referral Program.
- O. **Retirement coffee:** An opportunity to celebrate an employee who is retiring with coffee and cake or other light refreshments.
- P. **Service computation date:** A date that is to represent an employee’s time with the Federal service. This time can be both civilian and military time. This date is used to calculate the leave accruals, retirement eligibility date, and TSP date.
- Q. **Acronyms:**

Acronym	Description
AEA	Administrator’s Excellence Awards

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Acronym	Description
COO	Chief Operating Officer
CFR	Code of Federal Regulations
DOE	Department of Energy
eOPF	Electronic Official Personnel File
GS	General Schedule
HCM	Human Capital Management
HRD	Human Resources Director
I/GR	Individual/Group Results
MŞ	Making ŞenŞe innovations program
NHE	Employee/Labor Relations & Benefits
OPM	Office of Personnel Management
P2P	People to People
SA	Special Act
SBP	Strategic Business Partners
SCD	Service Computation Date
TSP	Thrift Savings Plan

4. Responsibilities

A. BPA Administrator:

1. Approves the funding of BPA’s recognition system;
2. Sponsors the Administrator’s Excellence Awards program;
3. Approves all Administrator’s Excellence Awards;
4. Notifies/congratulates AEA awardees; and
5. Hosts the AEA ceremony and receptions.

B. BPA Deputy Administrator and/or Chief Operating Officer:

1. Sponsors the Administrator’s Excellence Awards program and approves policy and high-level program changes;

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2. Arranges for the Recognition Council to evaluate AEA nominations and make recommendations;
 3. Assists the Administrator in reviewing AEA honoree recommendations;
 4. Hosts the AEA ceremony and receptions; and
 5. Provides recognition as they see fit for employees critical to the deployment of AEA, e.g., panel rating and recommendation process.
- C. **Executives and Managers** with delegated authority to manage administration of BPA’s recognition system:
1. Monitor the operation of recognition throughout their organizations to ensure effectiveness according to BPA HR Directive 410-08: Employee Recognition and Awards and this HR Desk Reference;
 2. Ensure employees are informed in writing (may be electronic) of how the recognition system is administered in their organizations, e.g., whether the organization uses Organizational Honorary recognition, etc.;
 3. Ensure expenditures are monitored and do not exceed the amounts of applicable funding pools and ensures the annual limit on individual monetary recognition is not exceeded;
 4. Ensure informal recognition items, including expenses for light refreshments and casual meals, are of nominal value, appropriate for public use consistent with wise spending of public funds, and consistent with provisions of this HR Desk Reference;
 5. Ensure adequate funds are available to cover recognition-related expenses charged to their organizations’ accounts;
 6. Approve or appoint representation within their organization on the Recognition Council and facilitates two-way communication with Council representative(s);
 7. Support the AEA program by complying with processes and deadlines; and
 8. Ensure recognition is timely, specific, and sincere within their organizations.
- D. **BPA Human Resources Director** or his/her assignee:
1. Develops and issues BPA’s Employee Recognition and Awards Directive and HR Desk Reference and advising management on the policy;
 2. Evaluates effectiveness of BPA’s recognition policy and its administration by others, as needed, and follows through with appropriate action to address significant problems;
 3. Sponsors and advises the Recognition Council; and approves the Chair and Vice-chair;

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4. Manages the Employee Referral Program awards administered by HCM Internal Operations; and
5. Funds certain agency programs, e.g. P2P, Career Service.

E. BPA Recognition Council:

1. Reviews overall effectiveness of BPA’s Recognition System and provides recommendations to the HRD for needed changes or areas of increased emphasis;
2. Provides two-way communication between represented organizations, unions, groups, and the Council; and
3. Rates nominations for Administrator’s Excellence Awards and recommends selections to the Administrator.

F. BPA Managers and Supervisors:

1. Recommend employees for awards and/or approve awards according to the procedures in this HR Desk Reference;
2. Grant informal recognition to employees according to procedures in this HR Desk Reference and applicable operating instructions from their organizations;
3. Ensure the purchase and intended use of light refreshments/casual meals for recognition-related celebrations and for retirement coffees are in accordance with this HR Desk Reference and applicable operating instructions from their organizations; and
4. Strive continuously to express timely, specific, and sincere appreciation to employees for accomplishments in order to reinforce a recognition-rich culture.

G. BPA employees:

1. Recommend employees for awards according to the procedures in this HR Desk Reference;
2. Present informal recognition to other employees according to procedures in this HR Desk Reference and applicable operating instructions from their organizations;
3. Recognize employees through BPA’s peer recognition programs, P2P and eCards, according to procedures in this HR Desk Reference; and
4. Strive continuously to express timely, specific, and sincere appreciation to employees for their accomplishments in order to reinforce a recognition-rich culture.

5. Program Requirements and Guidance

5.1 Funding

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- A. BPA recognition funding is based on separate funding pools. See Appendix 1 and 2 for more specific information.
- B. The method for calculating dollar amounts for funding pools is contained in Section 11 of this HR Desk Reference.

5.2 BPA Recognition Council

The Recognition Council, made up of representatives throughout BPA, is established by the HRD. The Council reviews the overall effectiveness of BPA’s Recognition Program and issues recommendations to the HRD for needed changes and increased emphasis.

The Council provides two-way communication between the Council and the member’s work organization and resource groups. Additionally, the Council evaluates nominations for the Administrator’s Excellence Awards and recommends selections to the Administrator.

5.3 Individual/Group Results Monetary Awards (excluding performance awards)

A. General:

These awards are used at the manager’s discretion throughout the year and shall not be given for any achievements or accomplishments directly identified in an employee’s performance plan.

B. On the Spot (OTS):

1. **Purpose:** This award recognizes a noteworthy contribution accomplished over a short period of time. This program also may be used as a vehicle for organization team or group awards, within OTS parameters. Any BPA team or individual employee is eligible. This award will be presented as soon as possible after the accomplishment.
2. **Award Amounts:** BPA HR Directive 410-08: Employee Recognition and Awards establishes the minimum and maximum amounts of each award. The amount of an OTS award must be based on applying the Monetary Awards Scale criteria contained in Attachment 2 of the BPA HR Directive.
3. **Limits:** There is no limit for a team as long as the individual team members do not receive more than the maximum. There is no limit to the number of OTS awards an employee may receive.
4. **Approval:** The immediate supervisor is the approving official for OTS awards. If the nominator is not the immediate manager, the nominator must recommend the award to the supervisor.

C. Special Act (SA):

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1. **Purpose:** This award may be given to an employee or a group of employees for continued achievement of work results that support business goals and are significantly above and beyond expectations.
2. **Award amounts:** BPA HR Directive 410-08: Employee Recognition and Awards establishes the minimum and maximum amounts of each award. The amount of an SA award must be based on applying the Monetary Awards Scale criteria contained in Appendix 2 of the BPA HR Directive.
3. **Limits:** There is no maximum amount for a group award; however, the individual award limit does apply. There is no limit to the number of SA awards an employee may receive. The Vice President (or Tier II manager in groups with no Vice President) must approve group awards of \$10,000 or more.
4. **Approvals:** This award requires approval by the recipient's immediate supervisor and second-level manager. For awards with an employee(s) in other organizations, the nominating supervisor will need the approvals of the recipient's supervisor and second-level manager.

D. Time-Off Award (TOA)

1. **Purpose:** This award is for employee achievements that contribute to the quality, efficiency, or economy of operations. It may be presented in lieu of an OTS or SA award. The TOA is non-monetary by definition and it is not reflected in the recipient's pay; however, it does count against the organization's recognition pool by crediting the number of award hours multiplied by the recipient's hourly rate of pay.
2. **Amounts of awards:** The amount of a TOA award must be based on applying the Time-Off Award Scale contained in Appendix 3 of BPA HR Directive 410-08: Employee Recognition and Awards. TOA awards are given in whole-hour increments. The maximum TOA for a full-time employee for a single instance of recognition is the greater of:
 - a) 8 hours; or
 - b) The number of regularly scheduled non-overtime hours in the employee's typical daily work schedule, i.e., 9 hours for employees on a 5-4-9 compressed schedule, 10 hours for employees on 4-10 compressed schedule, and 12 hours for employees on 12-hour shift compressed work schedule.

The amounts are pro-rated for a part-time employee, e.g., maximum of 4 hours for part-time employee whose regularly scheduled non-overtime hours are 20 per week.

3. **Limits:** An employee may not receive more than two TOAs per fiscal year and may not receive more than 16 hours per fiscal year.

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4. **Approvals:** The immediate supervisor may approve the award, subject to any operating instructions from his or her organization.
5. **Scheduling and use:** A TOA must be used within 26 pay periods from the date given, i.e., the effective date on the SF-50, Notification of Personnel Action. In order to reinforce the connection between the accomplishment and the TOA, the manager is encouraged to approve use of the award as soon as possible after the award is received. A TOA may be taken in half-hour increments. A TOA will not convert to a cash payment under any circumstances.
6. **Transfer between agencies:** BPA will honor a TOA that has not yet been used by an employee who is hired from another Federal agency. BPA employees transferring to another Federal agency are encouraged to use TOA hours prior to leaving BPA, as the new agency has discretion as to whether to honor any unused TOA.

5.4 Honorary Recognition

- A. **General:** BPA honorary recognition commemorates extraordinary accomplishments ranging from career milestones to demonstrated and sustained excellence in support of the agency’s mission.
- B. **Retirement:**
 1. **Purpose:** To symbolize BPA’s appreciation and provide a lasting commemoration of the BPA-employee relationship, BPA recognizes employees for their accomplishments and service to BPA and the Federal Government with a plaque or gift item (employee preference). BPA also presents a service certificate, if applicable, and may present a letter of appreciation.
 2. **Limits:** This is a one-time, commemorative recognition at retirement. BPA may recognize employees when they resign with a certificate or letter.
 3. **Requirements:** See Appendix 3.
 4. **Retirement coffee:** Organizations may also host a retirement coffee, i.e. light refreshments etc., using up to \$50 from the organization’s I/GR Celebrations and Merchandise allocation and complying with celebration requirements. Organizations may honor more than one retiring employee at a coffee, as long as the total cost does not exceed the total allowed if celebrating separately and complying with all celebration requirements. The organization’s Individual/ Group Results recognition pool funds any such celebrations.
- C. **Length of service:**
 1. **Purpose:** To commemorate service milestones with the Federal Government. Every employee achieving those milestones receives a certificate, signed by his/her Vice President or Executive, and may order an honorary item. NHE coordinates.

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2. **Limits:** One honorary item every five years on the anniversary of employment.
3. **Requirements:** See Attachment 3.

D. Distinguished career service

1. **Purpose:** To recognize and honor employees who have made extraordinary and steadfast contributions to BPA and the Government, i.e., a distinguished career. This plaque, signed by the Administrator, is the highest level of recognition of career service to the Government. The Administrator, or manager, presents it on retirement. It is not linked to other BPA awards and is not intended to be given in lieu of other honor awards.
2. **Limits:** This one-time, commemorative recognition is reserved for employees with documented, extraordinary careers. Years of service, alone, are not justification for this award.
3. **Requirements:** At least 20 years of creditable service (SCD-Retirement) that include superior career achievements as recognized by two or more of the following criteria:
 - a) Presidential or agency incentive awards;
 - b) Performance appraisals at the highest rating level (when assigned under a system other than a pass/fail system);
 - c) Quality step increases;
 - d) Administrator’s Excellence Award or the equivalent;
 - e) DOE recognition or national recognition from external entities; and
 - f) Other appropriate evidence.

Commendations or certificates of appreciation are not equivalent evidence for this purpose.

5.5 Administrator’s Excellence Awards

A. General:

BPA honors employees and others annually during the AEA ceremony. Awards are presented in various distinct categories described below.

Generally, those honored must exemplify the characteristics of BPA’s four core values: operational excellence, trustworthy stewardship, collaborative relationships, and safety in addition to the eligibility criteria of the specific award category.

There is no minimum or maximum number of recipients per award category for any of the honor awards.

Employees, including managers, may initiate nominations at any time.

There are no limits or restrictions on the following:

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1. Number of nominations an employee may submit;
2. Number of times an individual may be nominated; and
3. Number of awardees from any organization or any demographic group for any of the honor awards listed below.

B. Guidelines:

There are some limits, beyond those of eligibility and criteria for each award, including the following:

1. Employees cannot nominate themselves;
2. A nomination may only be withdrawn by the nominator or the nominee once submitted;
3. Employees cannot be recognized more than once for the same contribution. Note: Previous AEA awards may be referenced in subsequent nominations, e.g., in Meritorious Service and Exceptional Service categories; and
4. Employees cannot receive the Unsung Hero award more than once.

C. Award categories:

1. **BPA Meritorious Service Award:** BPA’s highest honor award. It is given to recognize employees for extended (at least 10 years of BPA service), extraordinary service, and achievements. It is not a career award to be earned and presented only at the end of a career, e.g., at retirement. Any BPA employee or recent retiree, is eligible, regardless of grade. Groups are not eligible for this award.

Nominations in this category may be considered for the BPA Exceptional Service Award, also. There is no need to submit nominations in both categories.

Contributions must meet one of the following criteria:

- a) Extraordinary contributions to BPA’s mission accomplishment, through excellence in chosen field, e.g., engineering technology, sales, marketing, transmission operations, energy conservation, renewable resources development, other professional fields, administrative and analytical specialties, hourly occupations, and technical and clerical support occupations; or
- b) Other extraordinary contributions to BPA’s mission through: unusual initiative, innovation, outstanding customer/client service, enhanced BPA relationship(s) with constituents or customers, management and supervisory skills, devotion to duty, advancement of equal employment opportunity, improvement of worker health or safety, or dramatic cost-savings or cost-avoidance for BPA or the region.

2. **BPA Exceptional Service Award:** BPA’s second highest honor award. It is given to recognize employees for superior service and achievement extending over two or

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more years of BPA service. In compelling circumstances, special service characterized by extraordinary achievement throughout a complex series of events covering at least one year may also be recognized. Any BPA employee is eligible, regardless of grade. Groups are not eligible for this award. The basic criteria are the same as for the BPA Meritorious Service Award (above). The difference between the two awards is a matter of degree and time. Both represent the recognition of significant achievements and contributions.

Nominations in this category may be considered for the BPA Meritorious Service Award, also. There is no need to submit nominations in both categories.

3. **BPA Award for Exemplary or Courageous Act:** Honors any BPA employee that contributes significantly to an effort to save a life, even if the effort was not successful. The effort must be directed to saving the life of a person who was not a member of the employee’s immediate family. Groups are eligible for this award.
4. **BPA Eugene C. Starr Award for Technical Achievement:** Commemorates Eugene C. Starr’s many contributions to BPA and the electric utility industry at the regional, national, and international level. It commemorates his role as teacher and mentor to many individuals who made significant contributions to the utility industry in engineering, scientific, and industrial technology fields of endeavor as well. Current and recent (separated in the last year) employees of BPA, utilities, and educational institutions in the Pacific Northwest are eligible. Individuals must be, or recently have been, practicing in the engineering, scientific, and industrial technology areas. Groups are not eligible for this award. Contributions must meet all of the following criteria:
 - a) Original and innovative contributions to the advancement of the electric utility industry in the Pacific Northwest. Examples of contributions include utility planning and operations, generation and grid enhancements, efficiencies of electrical energy use, or mitigation of environmental, fish and wildlife effects. *(Nominations should summarize and describe contributions, focusing on recent achievements and their impact on the industry, including relevant publication and patent information.)*
 - b) Exemplary participation in professional and technical societies, as evidenced by leadership, technical committee assignments, peer recognition, awards, and honors.
 - c) Exemplary contributions to the academic community and/or participation in civic and community activities. *(Nominations should provide examples of courses/seminars taught, papers given, volunteer activities, etc.)*
5. **BPA Award for Achievement in Environmental Protection:** Recognizes individuals who have made a significant contribution to the enhancement or protection of the environment. Groups are not eligible for this award. This award is not intended to

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recognize Agency-level initiatives or programs designed by external contractors. It may recognize an employee’s contributions outside of BPA. The accomplishment must meet one of the following criteria:

- a) Original and innovative contribution to minimize or eliminate release of any pollutant that may cause environmental damage;
- b) Protection or conservation of natural resources such as ground water, rivers, lakes, wetlands, coastal zones, wildlife habitat, wilderness, and recreation areas;
- c) Waste reduction and/or promotion of use of recycled materials;
- d) Improvements in energy efficiency or the generation or use of renewable energy sources.
- e) Improvements in environmental impact analysis, risk assessment, or mitigation identification;
- f) Participation in community environmental activities as evidenced by leadership assignments, peer recognition, publications, or honors; or
- g) Raising public and/or agency awareness of environmental issues and what can be done to improve environmental quality.

6. BPA Award for Achievement in Equal Employment Opportunity/ Diversity:

Recognizes individuals who have made a significant contribution to the advancement of Equal Opportunity or the broader area of Diversity. This award is not intended to recognize Agency-level initiatives or programs designed by external contractors. Groups are not eligible for this award. The contribution must be in at least one of the following areas:

- a) Providing employment opportunities to under-represented individuals seeking employment;
- b) Assisting Federal employees to achieve their highest potential and productivity through promotional opportunities; or
- c) Creating and sustaining steadfastly a productive, efficient, and inclusive diverse work force, representative of the community at-large, and fostering an environment that facilitates individual contributions, accountability, and commitment to the success of others and the organization.

7. BPA Award for Achievement in Employee Development: Recognizes performance managers and employees who have demonstrated outstanding results in the development of individual employees or groups. It is not intended to recognize Agency-level initiatives or programs designed by external contractors. Groups are not eligible for this award. Examples of qualifying accomplishments may include but are not limited to:

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- a) Providing significant developmental opportunities through details, cross training, or assignments.
 - b) Mentoring and/or coaching.
 - c) Creating and achieving Occupational Development Plans, Individual Development Plans, or other development tools. Strong, sustained sponsorship and demonstrated accountability for follow-through on a major employee development initiative. Innovative and successful ways of championing, encouraging, and recognizing development.
 - d) Transfer of knowledge achievements supporting succession plans, retention plans, or other means of preserving institutional knowledge of functions, fields, or utility or political relationships.
 - e) Partnerships across organization lines to support employee development.
8. **BPA Award for Workplace or Technology Innovation:** Recognizes individuals who have demonstrated innovation in BPA’s technical operations and systems or elsewhere in the workplace. It is not intended to recognize Agency-level initiatives or programs designed by external contractors. Groups are not eligible for this award. Examples of qualifying accomplishments may include but are not limited to:
- a) Developing a new technology innovation with exceptional potential to benefit BPA and its stakeholders.
 - b) Creating revolutionary breakthroughs and changes, for instance, creative application to a technical situation beyond standard methodology or practice.
 - c) Developing and providing a technical solution to a problem or new idea to improve BPA’s technical operations and systems.
 - d) Creating a revolutionary solution or remedy for a workplace obstacle to delivery of service directly or indirectly. The solution or innovation should be creative and provide (long-term) benefit to BPA and its stakeholders.
- If changes are evolutionary or incremental, the individual is not eligible for this award, but may be eligible in a general service category, such as Exceptional Service or Unsung Hero.
9. **BPA Unsung Hero Award:** Recognizes individuals who have made steadfast contributions to organization success through consistent effort and positive attitude. They perform functions that are essential, yet are not high profile or high visibility. Their contributions may result in considerable cost-savings or cost-avoidance through streamlining processes, efficiencies, cost-effective approaches to operations, or fiscal prudence. Employees of all grades are eligible if they meet all of the following criteria:

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- a) Long-term service – at least 10 years with BPA (and may include service as a contractor), with at least 5 consecutive years as a Federal employee at the time of the nomination;
 - b) Perform functions that are essential;
 - c) Have low visibility, i.e., not generally high profile functions or projects;
 - d) Contributions are consistently dependable, credible, and accurate;
 - e) Demonstrated high motivation and team orientation;
 - f) Positive reflection in organization morale and environment; and
 - g) Have not been recognized as an Unsung Hero previously.
- 10. BPA Award for Exceptional Public Service:** Given to private citizens, to officially commend them for contributions (not in a paid consultant or contractor role) who have advanced some of the same purposes that BPA serves in the Pacific Northwest. Individuals, groups and entities are eligible for this award. Contributions may include, but are not limited to:
- a) Assisting in the development or delivery of policies or programs that have advanced or aided the BPA mission.
 - b) Enhancing BPA’s public image and credibility.
 - c) Assisting in the improvement of BPA programs or operations.
- 11. BPA Special Service Award:** Given to consultants and contractors that have provided extraordinary service for BPA. Groups are not eligible for this award. Contributions may include, but are not limited to:
- a) Going the extra mile, consistently.
 - b) Creating additional value (beyond contract expectations).
- Employees must nominate all contractors or consultants, who have made extraordinary contributions, in this category, e.g., a contractor performing an Exemplary or Courageous Act, alone or as part of a group, must be nominated in this category. Contractors/consultants who otherwise would be nominated in another category, e.g., Unsung Hero or Exceptional Service, must be nominated in this category.
- 12. BPA Award for Community Outreach:** Recognizes volunteer contributions that have made significant, positive impact on the community. That impact may be significant because of long-term services or because of short-term, extraordinary accomplishments that can be reasonably expected to reap long-term results. Although some of this community outreach may be performed in the work environment, the majority of this service must be performed off-duty, as a volunteer. This award is not intended to recognize performance of community work

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for which individuals are compensated. Groups are not eligible for this award. Recipients of the President’s Volunteer Service Award are eligible for this award. Application is available on the Recognition web page.

Examples of such positive community outreach may include, but are not limited to:

- a) Crisis hot line counseling;
- b) Work improving quality of life;
- c) Meal preparation or delivery;
- d) Home construction, e.g., Habitat for Humanity;
- e) Charity events and/or drives;
- f) Mentoring programs, e.g. Big Brothers/Big Sisters;
- g) Civic, academic, historical, or cultural boards or activities;
- h) Search and rescue; or
- i) Coaching, scouting.

13. Extraordinary Team Accomplishment:

Recognizes an extraordinary contribution to BPA’s mission (the Agency or the region) achieved by a core group dedicated to a specific project that exhibited, for example:

- a) Unusual innovation or creativity;
- b) Outstanding customer/client service;
- c) Enhancement of BPA relationship(s) with constituents or customers;
- d) Improved systems or processes; or
- e) Exceptional teamwork in the context of trustworthy stewardship, collaborative relationships, safety, and/or operational excellence.

This award is for a team result or accomplishment. The team is the nominee, e.g., The Grand Coulee Replacement Team. Individual members are not listed in the nomination. At the ceremony, the project or program manager accepts the award for the team.

14. Safety Excellence:

The nominee’s contribution must support BPA’s safety core value and must be for at least one of the following, and must provide long-term benefit or results:

- a) Significant contributions to following BPA’s core safety value by improvement of workforce, including supplemental workforce, health or safety through new approaches, methods and technology. (Innovation)

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- b) Proactive elimination of a hazard that likely would have resulted in one or more injuries or fatalities. (Prevention)
- c) Leadership and education to improve awareness or understanding of a particular safety hazard, concern, or preventative measure. (Influencing culture)
- d) Stellar performance in creating an open, trusting environment and feedback loop with the nominee’s co-workers or staff that resulted in significant improvements for the workgroup, the entire business line or agency. (Leadership)

This award is for an individual or team and is not intended to recognize assigned Agency-level initiatives or programs. This award is not intended to recognize actions in response to an injury or fatality. (See Exemplary or Courageous Act Award)

5.6 Organizational

- A. **Purpose:** At their own discretion, executives and managers with delegated authority to manage administration of BPA’s recognition system may establish honor awards specific to their organization’s mission and objectives. These awards are in addition to the BPA honorary awards, i.e., the AEA. Criteria, nominations, selections, and acquisition of honorary items such as plaques will be handled by the applicable organization, but should conform to the general guidance provided in this HR Desk Reference. Examples of honorary items may include certificates, but not gift certificates as they have a monetary value, pins, medals, plaques, badges, corsages, boutonnieres, jackets, T-shirts, hats, mugs, and other items that have the BPA logo, insignia, or other inscription to clearly indicate their purpose as employee recognition materials.
- B. **Limits:** Two or more items may be given for any single accomplishment as long as the total cost does not exceed \$50, provided all items have a BPA logo, insignia, or other inscription to denote their purpose as recognition materials. Note: Informal recognition, costing \$10 or less per item, is considered deminimis and does not require branding, but still must meet the following criteria for appropriate recognition: commemorative, lasting value; and appropriate for public use and appropriate use of public funds. Reference IRS citation for deminimis noncash awards is found in IRC Section 132 (3). In addition, the following rules apply:
 - a) BPA award titles may not be used in organization awards; and
 - b) In general, honorary items are to have lasting trophy value if practical, symbolize the employee-employer relationship, if possible, be appropriate for public use and be consistent with appropriate expenditure of public funds, and be something the recipient will value, but the items must not convey a sense of monetary value of their own.

5.7 Informal Recognition

A. General:

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1. BPA informal recognition can be an effective tool to promote a recognition-rich culture. These can include organizational or agency awards, including peer programs that are appropriate for public use consistent with wise spending of public funds.
2. Employees (supervisory or non-supervisory) may not give informal recognition, including P2P awards, to any supervisor or manager in their chain of command. Supervisory or managerial employees may not accept such recognition from any subordinate within their chain of command. See BPA HR Directive 410-08: Employee Recognition and Awards, Section 7.7(A).

B. Organizational:

1. **Purpose:** At their own discretion, executives and managers with delegated authority to manage administration of BPA’s recognition system may use their Individual/Group Results budget to provide informal recognition to promote a culture of recognition. Informal recognition may include items such as theater tickets for a specific event with a specific date/time, balloons, and books.
2. **Limits:** Two or more items may be given for any single accomplishment as long as the total cost does not exceed \$50, provided all items have a BPA logo, insignia, or other inscription to denote their purpose as recognition materials. Note: Informal recognition, costing \$10 or less per item, is considered de minimis and does not require branding, but still must meet the following criteria for appropriate recognition: commemorative, lasting value; appropriate for public use and appropriate use of public funds. Reference IRS citation for de minimis noncash awards is found in IRC Section 132 (3).

C. People to People (P2P): The P2P program is a peer recognition program. The program is designed for employees to recognize other BPA employees in a timely and specific way to acknowledge contributions. The following guidelines apply to P2P awards:

1. **Requirements:** Participants must be BPA employees. P2P recognition must acknowledge work-related achievements, milestones, over and above effort, and actions and/or support that make their work better or easier.
2. **Funding:** HCM funds. Approximately October 1 of each year, BPA deposits an identical amount of P2P awards in each employee’s virtual P2P award account.
 - a) BPA prorates deposits for employee’s entering on-duty by reducing the number of P2P awards by one each quarter.
 - b) P2P awards not presented by September 30 each year expire, i.e., cannot be carried over to the next fiscal year.
3. **Limitations and restrictions:** Employees can recognize other employees, regardless of the organizational unit(s) in which the recipient and presenter work by presenting a P2P award. The following limits and restrictions apply to P2P awards:

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- a) Employees cannot present a P2P to any supervisor in their chain of command;
 - b) Supervisors shall not accept P2P from any subordinate employee within their chain of command. If they receive a P2P from such an employee, the manager must decline (not accept) it;
 - c) Employees cannot present more than one P2P for the same reason/contribution;
 - d) Employees cannot present more than two P2P to an employee on the same day. If two are presented, they must be for different achievements;
 - e) P2P awards cannot be transferred to another employee, e.g., transferred to one employee to present to another;
 - f) The exchange or trade of P2P between employees is prohibited, i.e., "I'll give you one, if you give me one.";
4. **Approvals:** The P2P program was designed to give employees the ability to recognize other BPA employees without supervisory approvals.
5. **Declination:** P2P recipients may accept or decline P2P. When recipients have not accepted or declined P2P received in the previous fiscal year, they are accepted by default at the end of October, the first month in the next fiscal year.

D. eCards:

- 1. This informal recognition, another peer program, is designed to be virtually no cost. It provides a fun, quick way for employees to acknowledge others in a timely, specific and sincere manner. The program is inclusive, all employees at BPA, including contract personnel, may send and receive eCards. Employees may also send eCards to any manager.
- 2. No supervisory or manager approval is required.

E. **Safety Awards:** BPA Safety Awards Programs are administered by the Safety Office. Information may be found in the [Safety & Health Program Handbook](#).

F. **President's Volunteer Service Awards:** BPA encourages community involvement. The President's Volunteer Service Award provides an opportunity to recognize citizens for service to their communities through presidential gratitude and national recognition.

Awards are based on the calendar year and require at least 100 hours of service annually, without compensation, in one or more of several areas: Education, Healthy Futures, Environmental Stewardship, Veterans and Military Families, Economic Opportunity, Disaster Services, etc.

Application can be found on the [Recognition](#) home page. Qualified applicants will receive a certificate, letter signed by the President and a pin.

G. Making \$en\$e Innovations Program:

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The program is designed to stimulate participation through a user-friendly system and by varied recognition of innovations. The program is also designed to be open and accessible for browsing and review. Availability of the employee innovations in the program database fosters broad application of innovations and interaction around a culture of innovation.

Employees submit innovations via the web-based system. Innovation submittal link and instructions are contained on the Innovation web-page. The program provides various recognition opportunities for participants. Nonmonetary recognition may include features in BPA media (Web, publications, displays) and other informal or honorary recognition.

1. **Eligibility:** All BPA employees and non-Government employees may submit innovations under the program.
2. **Criteria:** Innovations submitted must be in an area which BPA has authority or control to implement the innovation. Please refer to the Innovation web-page for additional information.
3. **Recognition:** The program provides various recognition opportunities for participants; however, there are no mandatory monetary awards. Managers may provide monetary awards for innovations, at their discretion, consistent with BPA HR Directive 410-08: Employee Recognition and Awards and HR Desk Reference guide.
 - a) BPA employees are eligible for discretionary monetary and nonmonetary recognition.
 - b) Non-Government employees are eligible for nonmonetary recognition, i.e. AEA Special Service category.
 - c) The final decision to grant a discretionary award is a management prerogative and it is not grievable or appealable.
4. **Approval:** Reviewers, in area of functional responsibility and authority, assess ideas, determine and post status, and follow up on implementation of approved ideas.

5.8 Light Refreshments/Casual Meals

A. General:

1. Each BPA organization's executive or manager who has delegated authority to manage administration of BPA's recognition system - See BPA HR Directive 410-08: Employee Recognition and Awards, Attachment 1 - has discretion to authorize use of recognition funds for light refreshments/casual meals. The I/GR budget is used for this purpose. Refer to Section 8 of BPA HR Directive 410-08 to assist in planning your celebration.
2. Light refreshments and casual meals may be provided for celebrations expressly at any time throughout the year for the purpose of recognizing and celebrating

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employee and/or group accomplishments, e.g., completion of significant projects, local community service project sanctioned by BPA, and other comparable achievements. Holiday gatherings, employee showers, or similar gatherings are not considered appropriate events.

- B. **Cost limits:** There is a cost per person (BFTE), per event (including gratuity, if applicable, any preparation/serving cost, incidental costs, etc.) as established by [Finance Policy for Refreshments and Ceremonial Gifts](#).
- C. **Location:** Light refreshments or casual meals should be provided on BPA-owned or leased premises, whenever possible. Off-site locations may be used as a last resort, if there are no appropriate on-site locations. When off-site locations are approved, participants should be cognizant of public perception.
- D. **Authorization:** Supervisors should follow established operating instructions from the organization, as applicable. Supervisors must complete BPA Form 2200.1e and obtain approval prior to the expenditure or financial obligation in accordance with procedures established by [Finance Policy for Refreshments and Ceremonial Gifts](#).

5.9 Referral Bonus (Employee Referral Program [ERP])

- A. **Purpose:** This program enhances recruitment for difficult-to-fill jobs/positions by providing an opportunity for monetary awards for employees who refer outside applicants. BPA vacancy announcements indicate eligibility for the ERP.
- B. **Criteria:** BPA employees are eligible to receive a monetary award for such referral, with the following exceptions:
 1. HCM employees directly involved in recruiting and hiring processes, including support employees; and
 2. Employees who refer an applicant who is a relative (See Definitions).
- C. **Award amounts:** Employees are eligible for a total cash award of \$1,000: \$300 for referral and hiring; and \$700 if the referred applicant/employee remains with BPA for one year.
- D. **List of difficult-to-fill positions:** See Appendix B, List of Difficult-to-Fill Positions/Jobs Qualifying for Employee Referral.

6. Procedures

6.1 Recognition Funding

- A. **Funding:** The funding for BPA recognition programs is allocated as a percentage of aggregate salaries for I/GR awards. Some programs, i.e., P2P, are centrally-funded. See Appendices A and B.

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- B. **Budget:** Each executive or manager with delegated authority to manage administration of BPA’s recognition system (see BPA HR Directive 410-08: Employee Recognition and Awards, Appendix 1) has the responsibility for determining the respective, projected base payroll for the year, taking into account projected FTE, and the prorated value of expected adjustments to General Schedule and negotiated pay rates used centrally by Finance for budget and other purposes.

6.2 Individual/Group Results Monetary Awards

- A. **General:** Performance management function is responsible for administration of the Individual Performance Awards program.
- B. **Funding/Budget:** These awards are charged against the recipient’s organization’s I/GR Award allocation.

See Appendix A for funding and budget allocations.

C. Limitations and Certifications:

1. Awards may not be given for accomplishments directly identified in performance plans (See performance award in this HR Desk Reference guide);
2. Employees cannot receive more than one award for the same recognition; and
3. Approving officials are required to read and certify that the preceding criteria have been met prior to submittal.

D. Procedure for Submittal of On the Spot, Special Act, or Time-of-Award:

1. Use HRmis Manager Quick Links or navigate to Manager Self-Service>Job and Personal Information> Personnel Action Requests to initiate awards requests (Transmission Field Services see below). The following are instructions:
 - a) [Award Request and Approval – Step-by-Step Instructions](#)
 - b) [Award process flow diagram](#)
 - c) [Automated Personnel Actions for Awards – FAQ](#)
2. Awards may be initiated on behalf of managers by authorized staff.
3. An appropriate level management official must approve requests.

6.3 Honorary Recognition

A. Retirement:

1. Employees verify effective retirement date with an HCM Benefits Specialist;
2. Employees complete BPA Form 3450.02e for retirement gift/plaque;
3. Employees send or email the form to HCM Employee/Labor Relations & Benefit coordinator (contact info on form) with your gift selection;

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4. Use work address if ordering 4-6 weeks prior to retirement celebration. Otherwise, use home address so the gift will be delivered directly; and
5. BPA Connection publishes employees' Length of service anniversaries and retirements each month. Employees may ask NHE not to include them.

B. Distinguished Career Service:

1. Managers initiate this award nomination by completing the Honor Award Nomination form, BPA F 3450.12e, and providing a justification of 2 pages or less. Before TAC is sent through for approval, provide to NHE coordinator to ensure criteria is met. Refer to Section 5.4 (D) for eligibility and criteria.
2. Contact coordinator when approval is received. Plaque will be delivered to manager, which can take 4 weeks to arrive.

C. Administrator's Excellence Awards (AEA)

1. Nominations:

- a) AEA nominations must be submitted using the [web-based nomination process](#).
- b) Prior to submitting a nomination, it is recommended that individuals view the following on the web-based nomination page:
 - i) Award category eligibility and criteria to determine which category is the best fit for the nomination; and
 - ii) Resources for writing successful AEA nominations.
- c) Nominators will receive a confirmation e-mail when submitted.
- d) Nominators should send an inquiry to the Administrator's Excellence Award inbox, in the e-mail system, if a confirmation email is not received after submittal of a nomination.

2. Timeline:

Annual award nomination deadlines are as follows:

- a) The deadline for submitting nominations is midnight, October 15. Nominations received after the deadline is considered in the next cycle;
- b) Nominations submitted by the deadline will be permitted one-week after the deadline to finalize the nomination, e.g., add missing information, etc.; this deadline is strictly enforced; and
- c) The deadline for completing reviews is midnight, November 12.

3. Review and Rating:

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- a) AEA awards are reviewed and rated by two raters (levels). If award category requires SME review, AEA staff will send to the appropriate person prior to Level 1 and 2 review.
- b) The Level 1 rater reviews the nomination, provides comments and rates the nomination.
- c) The nomination is provided to the Level 2 reviewer for rating (repeats the process).
- d) AEA compilations are provided to Administrator, Deputy Administrator, and COO in advance of award selection meeting

6.4 Informal Recognition

A. **People to People (P2P):** The presentation and redeeming of P2P awards is completed through a web-based automated system. Instructions on presenting P2P awards and access to the web-based system can be found at BPA Connection P2P home page.

1. Receipt and redemption:

- a) Recipients receive congratulatory e-mail, which includes the reason for the award.
- b) Recipient accepts or declines the award by following the instruction provided. Awards that have not been accepted or declined by the beginning of the next fiscal year will default to “accept.” BPA HCM publishes annual reminders prior to awards defaulting to accept.
- c) Recipients that accept the award receive a second email with instructions to redeem by accessing the gift card vendor (third-party) website and follow instructions for selecting and ordering gift card. Recipients receive the gift card through regular mail to the address provided in the order. Typically, gift cards arrive within 10 business days.
- d) BPA strongly suggests employees secure and register gift cards upon receipt. BPA is not responsible for lost or stolen gift cards.

2. Error Messages and Order Problems:

- a) Contact HR Help if you receive an error message in the presentation or redemption process.
- b) If gift cards do not arrive within 10 business days, contact vendor’s customer service.

6.5 Referral Bonus (Employee Referral Program)

- 1. BPA vacancy announcement indicates eligibility for the ERP;
- 2. Employees recruit applicants for hard-to-fill positions;

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3. Applicant applies for eligible position with BPA;
4. Employee who recruited the applicant completes Employee Referral Program Form, B3330.01, and submits it to HR Help;
5. HCM staffing verifies eligibility. The following applies in determining eligibility:
 - a) If more than one employee refers the same applicant, the referral received first will be the employee eligible for an award; and
 - b) The referring employee's eligibility to receive the award is not impacted by his/her retirement prior to the referred employee's completion of one year of employment.
6. HCM staffing tracks and arranges for processing of ERP awards.

NOTE: This program is currently not active.

7. Performance & Monitoring

HCM collects data and reports on recognition programs' participation to provide accountability, information about recognition programs and their usage.

Finance reports on Individual/Group Results spending/actuals. The Recognition Council has established metrics for realistic actuals:

I/GR Spending Goals in Fiscal Year

Quarter of Fiscal Year	% of I/GR Allocation Spent
1 st (Oct. – Dec.)	10%
2 nd (Jan. – Mar.)	25%
3 rd (Apr. – June)	50%
4 th (Jul. – Sep.)	95-100%

8. Authorities & References

- A. BPA HR Directive 410-08: Employee Recognition and Awards
- B. 5 U.S.C., Chapter 45, Incentive Awards
- C. 5 U.S.C., Chapter 53, Subchapter III, General Schedule Pay Rates
- D. 5 CFR, Part 531, Pay Under the General Schedule
- E. 5 CFR, Part 451, Awards
- F. IRC, Section 132(e)

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- G. BPA Safety and Health Program Handbook, Section G
- H. [BPA Financial Policy, Refreshments and Ceremonial Gifts Policy](#)
- I. DOE O 331.1, Employee Performance Management and Recognition Program
- J. DOE Supervisory/Non-Supervisory Employee Performance Management and Recognition HR Desk Reference, October 1, 2010
- K. Employee Recognition and Awards, Employee Recognition and Awards, (Performance-Based) HR Desk Reference, dated
- L. Related HR Desk References:
 - 1. 410-08-01: Employee Recognition and Awards
 - 2. 410-08-02: Recognition – Performance-Based

9. Contacts

- A. For information on recognition programs, contact recognition SME(s), HCM, NHE
- B. For information on submitting HRmis awards (SA/OTS/TO), contact HR Help, HCM.
- C. For information on Safety Awards, contact the Safety Office, NF.

10. Revision History

- A. This HR Desk Reference will be maintained on the NHE website and updated as program elements change.
- B. Revisions are be documented as follows:

Version Number	Issue Date	Description of Change or Review
1.0	4/18/2016	Initial issuance.

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Appendix A: Funding Amounts for Award Pools and Allocations

A. Recognition Pools

Tier Program ¹	Funding/Payout
BPA Success Share	Maximum payout is equal to \$400 per FTE
Organizational Team Share	Maximum payout is equal to \$800 per FTE
Individual/Group Awards	1.25% of aggregate salary

¹ For all three pools, the Administrator retains sole authority and discretion to determine if expenditures are prudent in light of BPA’s financial condition and may choose to discontinue their use in the event of serious financial difficulties.

For each organization listed separately in Appendix 1, BPA HR Directive 410-08: Employee Recognition and Awards, the amount must be allocated as shown in B below.

B. Individual/Group Award Pool Allocation

The portion allocated for performance awards is calculated and administered separately for annual managers and supervisors verses all other employees:

- a. Performance Awards is equal to 75%
- b. All other expenses are equal to 25%. This is further allocated as shown in the table below:

Table 2 – Award Category Allocation

Award	Budget
On the Spot, Special Act, Time-Off Awards	.25% of aggregate salary
Celebrations and Merchandise	.0625% of aggregate salary
Total	.3125% of aggregate salary

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Appendix B: List of Difficult-to-Fill Positions/Jobs Qualifying for Employee Referral

The following is the list of positions for BPA's Employee Referral Program

1. Substation Operator
2. System Protection and Control Craftsman
3. Power System Control Craftsman
4. System Dispatcher

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Attachment C: List of Award Types and Various Expenses

The table below lists the award types and their corresponding budget sources and whether the award amounts count against individual monetary award annual limitation.

Item	Subject to Individual Limitation	Fund/Budget Allocation
Individual/Group Results Awards and Forms of Recognition		
<ul style="list-style-type: none"> ▪ On the Spot ▪ Special Act ▪ Time Off (Hrs x basic pay + cost) 	Yes	<u>Funding Pool:</u> Individual /Group Results <u>Budget:</u> Each organization
Referral Bonus	Yes	<u>Funding Pool:</u> Not applicable <u>Budget:</u> Organization with the vacancy
Organizational Honorary and Informal Recognition	No	<u>Funding Pool:</u> Individual/Group Results <u>Budget:</u> Each organization
Organizational Celebrations/ Light Refreshments/Casual Meals	No	<u>Funding Pool:</u> Individual/Group Results <u>Budget:</u> Each organization
Career Service Commemorative Items, Plaques, Length of Service, Retirement, Distinguished Career Service	No	<u>Funding Pool:</u> Not applicable <u>Budget:</u> Human Capital Management
Making ŞenŞe Innovations Program (vest only)	No	<u>Funding Pool:</u> Not applicable <u>Budget:</u> Human Capital Management
BPA-wide Recognition		
BPA Honorary Recognition (Administrator’s Excellence Awards Ceremony and program costs)	No	<u>Funding Pool:</u> Not applicable <u>Budget:</u> Public Affairs
BPA Informal Recognition – P2P	No	<u>Funding Pool:</u> Not applicable <u>Budget:</u> Human Capital Management
Special Category Recognition		

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President's Volunteer Service Awards Program (honorary)	No	<u>Funding Pool</u> : Not applicable <u>Budget</u> : Human Capital Management
AEA cross agency, i.e., Rating Day	Yes	<u>Funding Pool</u> : Chief Operating Officer <u>Budget</u> : COO

Note: For information on safety awards see the Safety and Health Handbook

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Attachment D: Length of Service and Career Recognition Available for Employees

	DURING CAREER		RETIREMENT HONORARY RECOGNITION				RESIGNATION	
	Length of Service Gift and Framed Certificate	DOE Exceptional Service Plaque Acknowledges extraordinary contributions	Letter of Appreciation Highlighting Key Contributions <i>Personalized; not a recitation of positions held during Federal career. Employee's org prepares.</i>	Career Appreciation Plaque <u>or</u> Gift	Service Certificate	Distinguished Career Service Plaque Highest level of career service recognition		
Federal Service			VP Signature	CEO Signature				
Less than 5 years	NO	NO	YES Letter is Optional	NO Not required	NO	YES	NO	YES Letter of appreciation signed by VP <i>Optional</i>
5 years up to 10 years	YES	NO	YES Letter is optional	NO Not required	NO	YES	NO	YES Letter of appreciation signed by VP <i>Optional</i>



10 years up to 20 years	YES	YES	YES Letter is recommended	NO Not required	YES	YES	NO	YES Letter of appreciation signed by VP <i>Optional</i>
20 years or more	At 5 year intervals: 20, 25, 30, 35, 40, 45	Requires CEO, Deputy Administrator or COO approval	YES Letter is optional (VP may sign CEO's Letter, also)	YES Mandatory	YES	YES Framed certificate signed by CEO	YES Manager initiates, VP approves Deputy Administrator and/or COO recommends to CEO. CEO bestows.	YES Framed certificate signed by CEO; Letter of appreciation signed by VP and/or CEO <i>Optional</i>

Human Capital Management coordinates LOS and Retirement gift processes. HCM also funds and automatically provides framed certificates signed by CEO.

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Appendix E: Instructions for Recognition Celebrations

Managers may use their Individual/ Group Results (I/GR) budget for the purpose of celebrating organizational achievements, completion of projects, etc. Celebrations may occur anytime during the fiscal year.

A. PLANNING

1. Logistics

- Who will attend?
- What will you recognize and celebrate?
- When? Celebrations may be held throughout the year -- most often at the end of a project, to celebrate FY accomplishments or for retirements.
- Where will it be? Find a BPA room or facility. **Note:** You must hold recognition celebrations on site whenever possible.

2. Light Refreshments/Casual: Per finance directive, meal cost cannot exceed average of \$10/BFTE (or \$50 total for retirement coffee/cake celebrations).

- What do you plan to serve? Check out merchants and prices.
- Determine the number of attendees. Base the number on BFTE and your best estimation of how many of them will attend. You will need this number and information to complete the required Request for Approval for Food and/or Refreshments, BPA F 2200.01e (food form).
- Will there be additional, related costs?
- Include cost of decorations, table service, napkins, etc. in the \$10/BFTE limit. **Note:** If there is no BPA room available that will accommodate your organization, and you rent a room/facility, you must include rental fee in the \$10/BFTE limit. If this is the case, document the reason you were unable to hold your recognition celebration at a BPA facility on the food form.

B. APPROVAL AND PURCHASE PROCESS

1. Prepare the food form and get appropriate approval signature. Do not proceed with the following steps until the form is approved.
2. Order the food.
3. You pay when you pick up the food or it is delivered. You may use the following 3 options:
 - Purchase with P-card and attach the original, signed food form and receipts to the appropriate monthly P-card statement,
 - Pay out-of-pocket (personally) for food or associated celebration supplies, i.e., paper plates, tablecloths, etc., and request reimbursement via



BPA F 2230.06e, Claim for Reimbursement for Expenditures on Official Business
or

- Receive invoice from vendor for food and submit a PO None via BPA F 2230.07e, Invoice/Credit Certification and Accounting Form.

If paying using method #2 or #3 above, you should scan approved reimbursement form, receipts or invoices and signed food form into a pdf file and email to Accounts Payable-FTD. Include the vendor (or employee) name and payment due date in subject line of email. Questions can be addressed to Accounts Payable, 503.230.5787.

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