


<b>SUBJECT</b> <b>AWARDS AND RECOGNITION PROGRAM</b>	<b>POLICY NUMBER</b> <b>7.01</b>	
<b>POLICY MAINTENANCE ADMINISTRATOR:</b> Chief Learning Officer		
<b>PURPOSE/SCOPE:</b> To establish department-wide policy and procedures for implementation of an awards and recognition program to honor and motivate members by recognizing and rewarding superior performance.		

**I. AUTHORITY**

Section, 110.1245, Florida Statutes, Savings Sharing Program; Bonus Payments; Other Awards

**II. DEFINITIONS**

- A. Award Nomination Forms - Forms used to initiate the process for a member to receive an award.
- B. Awards and Recognition Committee - Comprised of appointed members from each of the Department's divisions who are responsible for promoting, disseminating, and coordinating the function of the Awards and Recognition Program for each division.
- C. Awards and Recognition Coordinator - Responsible for the development, monitoring, marketing, coordination and implementation of the agency Awards and Recognition Program as well as the coordination of external awards programs.
- D. Division Awards and Recognition Ceremony - Periodic events that each division conducts to recognize the achievement of those members who receive an ABCD Award or other division specific award.
- E. External Awards Program - Programs for recognition on a regional, state or national level. This includes Davis Productivity Awards, American Association of Motor Vehicle Administrators (AAMVA) Awards, and others as appropriate.

<b>Executive Director</b> Signed Original on File	<b>Effective Date</b> 12/01/1986
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STATE OF FLORIDA  
Department of Highway Safety and Motor Vehicles

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### III. POLICY

It is the policy of the Department to recognize, through the establishment of the Awards and Recognition Program, all members of this agency (either individual or group) who perform in a manner which exceeds what is normally expected, demonstrates the agency values and makes a significant, extraordinary contribution to the Department and the State of Florida.

The Department will also acknowledge the length of service for individual members in increments of five years and at retirement.

### IV. PROCEDURES

- A. Department Awards – The Awards and Recognition Committee will design and implement internal awards that will serve to recognize accomplishments of members. Descriptions of available awards, nomination forms, and the “Awards and Recognition Program Procedures” document are available online.
- B. Length of Satisfactory Service Awards – Members who have at least five years of satisfactory service with the State will be given a certificate and/or service pin. Such certificates or pins are awarded at the end of each five years of satisfactory service.
- C. Retirement Awards – Upon retiring, a member whose service with the State has been satisfactory may be given a token of appreciation in recognition of such service. The value of such awards may not exceed \$100 plus applicable taxes. All award values shall be monitored and approved by a designated retirement representative from each division, whose responsibility includes ensuring that the total amount of the award does not exceed \$100 plus applicable taxes.
- D. Cash Award Equivalents – Cash award equivalents, including gift cards, gift certificates, and or savings bonds are defined as taxable income to the member. The value of these awards is not to exceed \$100 plus applicable taxes. This award value will be included in the member’s annual gross income for tax purposes and will be subject to federal income tax withholding and other taxes as required.
- E. Non-Cash Awards – Awards given to members for superior achievements, length of satisfactory service awards, and safety achievements, such as agency service pins, plaques, and other items regarded as tangible personal property, will not be included in a member’s wages for tax purposes. The value of such awards and other tokens of recognition are not to exceed \$100 including applicable taxes.