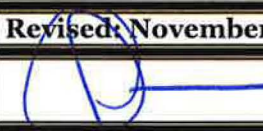


Workforce Connections General Policies Award and Recognition Program	Admin-010-05
	Revised: November 2015
Policy Approved By: WC Executive Director Policy Adopted on: February 2015	

Purpose:

To establish Workforce Connections’ (WC) Award and Recognition Program.

Background:

WC’s “Four-Year Local Plan” addresses the commitment of the Local Workforce Development Board (LWDB) to support a comprehensive workforce development system striving for continuous improvement, system integration and performance excellence in serving job seekers and employers within the Southern Nevada Workforce Development Area (SNWDA). The plan represents WC’s vision, goals, objectives, and strategies for the local workforce development system. The plan identifies specific strategies that address specific workforce and economic development needs and is consistent with the Governor’s Unified State Plan.

Policy:

Workforce Connections’ Award and Recognition Program provides various categories of awards and recognition. Any awards issued under this policy are intended to recognize successful meritorious performance, and are not monetary in nature.

Workforce Connections Award Categories:

1. Board Member – Outstanding Service

- Presented to departing Board Members
- Must have provided outstanding service as a Board Member for at least 2 years
- Must be nominated by WC Board Chair

2. Staff Member – Longevity Recognition

- 5 Year anniversary
- 10 Year anniversary
- 15 Year anniversary
- 20 Year anniversary and beyond

3. Workforce Development Champion Award.

The Champion Award is Workforce Connections’ highest and most prestigious honor. This award is presented to those individuals who have clearly demonstrated their consistent outstanding skills, abilities and leadership contributions to the workforce development community.

a) **Who Qualifies?**

- Any partner of the SNWDA, including members of Workforce Connections’ staff.

b) **Selection Criteria.**

- Award selection shall be based on a written narrative justification documenting and highlighting the individual’s accomplishments or outstanding achievements.

c) **Examples of Accomplishments or Outstanding Achievements.**

- Exceptional productivity over and above the norm of satisfactory duty performance.
- Created or developed new innovative strategies and procedures that streamlined workforce development processes and practices that reduced costs or improved operating efficiencies.
- Consistently demonstrated distinguished performance far beyond established goals.
- Achieved great success while managing highly complex and visible project.
- Effectively produced high quality results under the most difficult circumstances.
- Display exceptional leadership and management skills that resulted in high quality productivity.

d) **Who May Nominate Award Candidates?**

- Anyone with firsthand knowledge of individuals' workforce development accomplishments or achievements may submit nominations to Workforce Connections Executive Director for processing and consideration. All awards must be vetted through candidates associated agency's director or senior executive prior to final approval.

e) **Type of Award Presentation.**

- This award may be in the form of a decorative prize or trophy engraved with the honoree's name accompanied by a presentation during Workforce Connections' board meeting.

4. Workforce Development Innovation Award.

The WDIA is awarded to individuals or agencies/organizations that have demonstrated or implemented new or improved workforce development systems or programs design.

a) **Who Qualifies?**

- Any partnering agency/organization or individual formally connected or attached to the SNWDA, including members of Workforce Connections' staff.

b) **Selection Criteria.**

- Award selection shall be based on a written narrative justification documenting and highlighting the individual or agency/organization's innovative accomplishments or achievements.

c) **Examples of Accomplishments or Outstanding Achievements.**

- Creation or development of systems application resulting in better workforce development solutions.
- Development of new, more effective workforce development service delivery processes.
- Illustrated inspired, fresh thinking leading to new, improved policy changes that streamline employment and training services for better access with prompt delivery.
- Demonstrated expertise, experience and inducing leading edge techniques resulting in improved workforce development service delivery.
- Transforms current systems and practices into user-friendly processes and functions for easy customer access.

d) **Who May Nominate Award Candidates?**

- Only partnering agencies/organizations or individuals formally attached to Workforce Connections may submit award nomination packets. All nominations shall be sent to Workforce Connection Executive Director for processing and consideration. All awards must be vetted through individuals' associated agency's director or senior executive prior to final approval.

e) **Type of Award Presentation.**

- This award may be in the form of a decorative prize or trophy engraved with the honoree's name and accompanied by a presentation during Workforce Connections' board meeting.

5. Workforce Development Distinguished Service Award.

This award is presented to individuals who have consistently demonstrated exceptional service in the Southern Nevada Workforce Development Area.

a) **Who Qualifies?**

- Any individual in partnership or affiliated with the Southern Nevada Workforce Development Area who has demonstrated exceptional service over a period of at least three years.

b) **Selection Criteria.**

- Award selection shall be based on a written narrative justification documenting and highlighting the individual's service in the area of workforce development.

c) **Examples of Accomplishments or Achievements.**

- Consistent coordinated efforts to improve workforce development service delivery.
- Advocated and promoted Southern Nevada Workforce Development initiatives.
- Served as an ambassador of Workforce Connections within the Southern Nevada community among residents, businesses and industry leaders.
- Illustrated a clear understanding of Southern Nevada's workforce needs and makes concerted efforts to address such needs with a most positive impact.
- Provided an intellectual atmosphere conducive to the stimulation and interchange of ideas for "Connecting Employers to a Ready Workforce".

d) **Who May Nominate Award Candidates?**

- Only the Executive Director of Workforce Connections shall nominate award candidates to the chairs of the Southern Nevada Chief Elected Officials Consortium and Workforce Connections Board of Directors approval consideration.

e) **Type of Award Presentation.**

- This award shall be in the form of a decorative prize or trophy engraved with the individual's name accompanied by a presentation during Workforce Connections' board meeting.

6. Employer of the Year Award.

The Employer of the Year Award goes to a Workforce Connections' compact employer that has demonstrated extraordinary commitment to the partnership in support of Workforce Connections' Mission: "Connecting Employers to a Ready Workforce., the commitment is evidenced by qualitative/quantitative measures.

a) **Who Qualifies?**

- Any employer or business that has an employment and training partnership/compact agreement with Workforce Connections to serve as their primary recruitment and job placement resource.

b) **Selection Criteria.**

- Award selection shall be based on a written narrative justification with data documenting the employer or business' recruitment and hiring practices supported by Workforce Connections

c) **Examples of Employer/Business' Outstanding Partnership Initiatives.**

- Participated in Workforce Connections' hiring events, career days, school to work and other employment enhancing projects.

- Utilized Workforce Connections' employment and training services and promoted the One-Stop Delivery System to other employers.
- Provided Workforce Connections feedback for continuous service delivery improvement.
- Joined with Workforce Connections in developing strategies to improve the talent pipeline.
- Worked with Workforce Connections to help build job seekers' skills and enhanced Southern Nevada' industry sectors growth.

d) **Who May Nominate Award Candidates?**

- All Compact Employers or Businesses are considered and nominated for Employer of the Year. Nominations shall be vetted by Workforce Connections' Business Engagement Department prior to final approval.

e) **Type of Award Presentation.**

- This award may be in the form of a decorative prize or trophy engraved with the employer/business' name and accompanied by a presentation during Workforce Connections' board meeting.

7. **Workforce Development One-Stop Affiliate Site Award.**

This award is presented annually to Workforce Connections' One-Stop Delivery System Affiliate Site(s) that has consistently exceeded all service delivery requirements and established performance goals over a program year.

a) **What Agencies/Organization Qualify?**

- Any agency or organization designated as a Workforce Connections affiliate site qualifies based on noted accomplishments or achievements during a completed program year.

b) **Selection Criteria.**

- Award selection shall be based on a written narrative justification documenting and highlighting the agency or organization's accomplishments or outstanding achievements.

c) **Examples of Accomplishments or Achievements.**

- Exceeded all established workforce development service delivery performance measures.
- Fully complied with established policies, statutes, regulations and policies associated with Workforce Connections' One-Stop Delivery System.
- Demonstrated quality improvement service delivery—to include exemplary customer satisfaction.
- Contributed exceptional employer services outreach support—leading to increased job seekers' employment opportunities.
- Illustrated optimum One-Stop System coordination or customer flow and access to all workforce development services to include sharing of information, data and best practices.
- Designed and implemented strategies and services aligned across regional/area boundaries.

d) **Who May Nominate Agencies/Organizations?**

- Only the head or principle executive of the agency/organization may submit nominations to Workforce Connections' Executive Director for processing and consideration.

e) **Type of Award Presentation.**

- This award shall be in the form of a decorative prize or trophy engraved with the agency/organization's name accompanied by a presentation during Workforce Connections' board meeting.

WC's Executive Director will, on special occasions and under special circumstances, award and recognize categories that are not necessarily part of the reoccurring awards and recognition program.