

**District of Columbia Health Benefit Exchange Authority
Employee Awards Pilot Project Policy and Procedures**

INTRODUCTION AND PURPOSE

This DCHBX Awards Policy outlines a pilot program that aims to recognize and reward individuals who perform in an exemplary manner, make significant contributions to HBX's mission, or contribute to the efficiency, economy, or otherwise improve the operation of the Agency or the District of Columbia.

The purpose of this policy is to identify the process for nominating, providing awards to, and acknowledging HBX employees who perform in an exemplary manner, make significant contributions to HBX's mission, or contribute to the efficiency, economy, or otherwise improve the operation of the Agency or the District of Columbia. Implementation of this policy will begin as a pilot program, with the intention of incorporating lessons learned and adjusting as needed for its successful execution. It is specifically not the policy of the HBX to grant awards to employees for the performance of their normal work duties, accomplishments that are routine within their duties, or behavior that is generally expected of District government employees.

SCOPE

This policy applies to all HBX full-time employees but specifically excludes employees appointed to Executive Service and members of the HBX Executive Board. Contractors, Fellows, Interns, Grantees, and staff detailed from another agency are not eligible. This policy is intended to complement other federal, local, state, and HBX policies and is not intended to usurp, replace, or modify these authorities. All policies herein follow applicable law and regulations pursuant to Title XIX of the District of Columbia Comprehensive Merit Personnel Act of 1978, effective March 3, 1979 (D.C. Law 2-139; D.C. Official Code § 1-619.01 et seq.) and the District Personnel Manual (DPM).

ROLES AND RESPONSIBILITIES

The roles and responsibilities shall consist of:

- A. The HBX Executive Office has overall authority over the HBX Awards Program and retains the authority to approve awards. The HBX Executive Office shall receive Award recommendations from the Awards Committee and choose award recipients.
- B. Awards Administrator – The Awards Administrator will be responsible for sending out information on the nomination process; vetting nominations for eligibility including from the perspective of Human Resource actions; and working with the Awards Committee selections.
- C. HBX Awards Committee – The HBX Awards Committee shall receive and evaluate recommendations for all awards. The Awards Committee will remove elements that can be used to identify the nominee, such as the name, position or other identifying factors. The Awards Committee will then forward recommendations for recipients to the HBX Executive Office. The Awards Committee may also recommend changes or improvements in the Awards Program.

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- D. HBX Awards Committee Chair – The HBX Awards Committee shall choose a chair from among its members to serve in a leadership capacity to assist with scheduling and presiding over meetings of the Awards Committee and to ensure the Awards Committee carries out its duties.
- E. HBX Awards Design Committee – The HBX Awards Design committee shall determine the format that the non-monetary awards will take, such as a certificate or plaque, of a nominal value as defined under applicable District law. The Awards Design Committee shall be responsible for designing the award.

HBX AWARDS COMMITTEE MEMBERSHIP

The Awards Committee shall consist of:

- A. An Awards Committee Chair, who will also be a member of the Awards Committee and who shall be selected by Awards Committee members.
- B. No fewer than 5 and no more than 10 HBX employees who volunteer to serve one-year terms on the Awards Committee.
- C. At least 3 employees who are not supervisors will be members.
- D. All full-time HBX employees are eligible to serve on the Awards Committee, with the exception of the members of the Senior Leadership Team, who are not permitted to serve on the Awards Committee.
- E. The membership of the Awards Committee shall strive for diversity of representation from different divisions and departments within the agency.

AWARDS DESIGN COMMITTEE

The Awards Design Committee shall consist of:

- A. Employees who volunteer to serve on the committee.
- B. Employees who serve on the Awards Committee are permitted to also serve on the Awards Design Committee.
- C. Any full-time HBX employee is eligible to serve on the Awards Design Committee.

RECOMMENDATIONS FOR AWARDS PROCESS

Any HBX full-time employee may make recommendations for awards to the Awards Committee. Individuals may not self-nominate for Employee of the Month, Supervisor of the Year, or Instant Cash in Your Account Awards.

RECORDS AND REPORTS

A complete and accurate document of all awards is required in order to substantiate the funds expended and to provide for efficient and economical processing.

The Awards Administrator shall maintain, at a minimum, copies of all nomination forms and required supporting material. These records shall be maintained for a minimum of five years following the date of

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the award approval/ disapproval. A record of the nomination for an award or receipt of an awards will not be maintained as a part of the employee's official personnel file.

The Awards Committee shall provide an annual report to Human Resources regarding the final award recipients. These reports shall list the name, title, and grade of each recipient, the award received, and any tangible items or leave associated with the award.

ELIGIBILITY

Eligibility for the awards shall consist of:

- A. All full-time employees of HBX, excluding employees appointed to Executive Service and members of the HBX Executive Board, are eligible for awards. Contractors, fellows, interns, grantees, and staff detailed from another agency are not eligible.
- B. An employee may be deemed ineligible to receive an award when they do not meet established criteria, are currently under disciplinary actions, or who have exhibited behavior problems within the past year, such as excessive absenteeism, tardiness, or insubordination.

TYPES OF AWARD AND CRITERIA

Employee of the Month Award

1. Description: This monthly award recognizes exceptional and noteworthy performance of duties.
2. Type of Award: Non-Monetary
3. Frequency: Monthly
4. Criteria: HBX Employees who do not supervise other employees are eligible for this award. Members of the senior leadership team are not eligible for this award. Employees may not self-nominate for this award. Employees may be deemed ineligible to receive an award when they do not meet established criteria, are currently under disciplinary actions, or who have exhibited behavior problems within the past year, such as excessive absenteeism, tardiness, or insubordination. To be eligible for consideration, the employee's achievement or service must show at least one of the following:
 - i. The accomplishment of extra or additional duties in such an outstanding manner as to be clearly noteworthy among all those who have performed similar duties; and/or
 - ii. The performance of extra/additional duties in such an exemplary manner as to set a record of achievement that will inspire others to improve the quality or quantity of their work; and/or,
 - iii. The exercise of unusual competence in a special project or initiative while on official duty; and/or,
 - iv. The rendering of duties in such an outstanding manner as to be clearly noteworthy to either internal or external customers or stakeholders.

Supervisor of the Year Award

1. Description: This annual award recognizes exceptional and noteworthy performance of duties.

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2. Type of Award Non-Monetary
3. Frequency: Annual
4. Criteria: Only HBX employees who supervise other employees are eligible for this award. Members of the senior leadership team are not eligible for this award. Employees may not self-nominate for this award. Employees may be deemed ineligible to receive an award when they do not meet established criteria, are currently under disciplinary actions, or who have exhibited behavior problems within the past year, such as excessive absenteeism, tardiness, or insubordination. To be eligible for consideration, the employee's achievement or service must show at least one of the following:
 - i. The accomplishment of extra or additional duties in such an outstanding manner as to be clearly noteworthy among all those who have performed similar duties; and/or
 - ii. The performance of extra/additional duties in such an exemplary manner as to set a record of achievement that will inspire others to improve the quality or quantity of their work; and/or,
 - iii. The exercise of unusual competence in a special project or initiative while on official duty; and/or,
 - iv. The rendering of duties in such an outstanding manner as to be clearly noteworthy to either internal or external customers or stakeholders; and/or,
 - v. Distinguished conduct in the performance of duties over a period of years in a position of responsibility that involves the exercise of authority and judgment in their work.

Instant Cash In Your Account Award

1. Description: This award recognizes individuals who have demonstrated exceptional performance of duties. Recipients are eligible for up to \$250, consistent with the amount of budget available for this award, as announced by the Awards Administrator.
2. Type of Award: Monetary
3. Frequency: Annual
4. Criteria – All HBX employees are eligible for this award. Employees may be deemed ineligible to receive an award when they do not meet established criteria, are currently under disciplinary actions, or who have exhibited behavior problems within the past year, such as excessive absenteeism, tardiness, or insubordination. Employees may not self-nominate for this award. To be eligible for consideration, the employee's achievement or service must show at least one of the following:
 - i. The accomplishment of extra or additional duties in such an outstanding manner as to be clearly noteworthy among all those who have performed similar duties; and/or
 - ii. The performance of extra/additional duties in such an exemplary manner as to set a record of achievement that will inspire others to improve the quality or quantity of their work; and/or;
 - iii. The exercise of unusual competence in a special project or initiative while on official duty; and/or,
 - iv. The rendering of duties in such an outstanding manner as to be clearly noteworthy to either internal or external customers or stakeholders; and/or,
 - v. The receipt of Employee of the Month or Supervisor of the Year Award.

NOMINATION PROCEDURE AND FORMAT FOR AWARDS

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The nomination procedures and format for the awards shall consist of:

- A. Nominations for the Employee of the Month award shall be requested monthly from the Awards Committee. Nominations for other awards shall be requested once a year from the Awards Committee.
- B. HBX Executive Office shall determine how much funding is available in the HBX budget for Instant Cash in Your Account awards and shall inform the Awards Administrator and Awards Committee. All the recipients of the Instant Cash in Your Account award within an award year shall receive the same award amount not to exceed \$250 per recipient. (As an example for how this would work, the Awards Administrator could announce that there would be a total of \$500 available for the Instant Cash in Your Account award. In this example, if the Awards Committee selects 5 recipients, each recipient would receive \$100.)
- C. Nominations must be submitted to Awards Administrator, who will review nominations for eligibility and forward the nominations to the Awards Committee for evaluation. The Awards Administrator may deem employees ineligible to receive an award when they do not meet established criteria, are currently under disciplinary actions, or who have exhibited behavior problems within the past year, such as excessive absenteeism, tardiness, or insubordination.
- D. The Awards Committee will remove identifying factors from the nomination, such as name, position, and other identifying elements of the nomination.
- E. The Awards Committee will evaluate each nominee based on whether the nominee meets the award criteria and how the nominee's work compares to other nominations for the award.
- F. If none of the nominees meet the criteria for a particular type of award during the period of performance, then no award of that type shall be given. At its discretion, the Awards Committee is permitted to review unsuccessful nominations for Employee of the Month from the previous month to consider for evaluation in the current month. (As an example of how this would work, the Awards Committee in September could review new Employee of the Month nominations for September, and also the nominations from August that were not awarded the August Employee of the Month.)
- G. If an Awards Committee member nominated an employee, they will be recused from voting on that nominee. If an Awards Committee member is nominated, the Awards Committee member will be recused from consideration of the nomination.
- H. The Awards Committee will submit its recommendations for the award recipients to the HBX Executive Office for final approval. Awards are granted at the sole discretion of the Awards Committee and the HBX Executive Office, and may not be contested.
- I. Nominations must be made using the HBX Agency Awards Program Nomination Form and must be submitted within the nomination period to the Awards Administrator. A nominator can re-submit a nomination if unsuccessful during the first submission. There is no limit to the number of times a nomination can be resubmitted.

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AWARDS TIMING AND PRESENTATION

Awards will be given to HBX staff once per month at “all staff” meetings and/or yearly at an HBX annual awards ceremony.

Annual award nominations will take place in late final quarter of the fiscal year, usually around September, and the nominations will be open for a month. Final decisions will be made, and awards presented by the Director or designee at a ceremony in the first quarter of the fiscal year. Monthly Award nominations shall take place monthly and monthly awards will be presented at regularly scheduled all-staff meetings.

AUTHORITY

Statutory authority for the HBX Awards Program arises from D.C. Code § 31-3171.04 (a)(4) and Title XIX of the District of Columbia Comprehensive Merit Personnel Act of 1978, effective March 3, 1979 (D.C. Law 2-139; D.C. Official Code § 1-619.01 et seq.).

IMPLEMENTATION AND ANNUAL REVIEW

The HBX Executive Office, with consultation of the Operations Committee of the HBX Executive Board, will determine the timing of implementing the awards outlined in this policy. The HBX Executive Office will review the HBX Awards Pilot Project and, as necessary, direct the revision of the current policy and procedures.

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