

General Manual
Title 360 - Personnel

Part 414 - NRCS Employee Recognition Program
Subpart A - Introduction

KS414.4 Responsibilities

B. Designated Approving Officials are responsible for:

(5) The state administrative officer is the designated incentive awards officer for Kansas.

C. Supervisors and Managers are responsible for:

(10) Supporting the state conservationist (STC), as a Management Team (MT) member, in the short and long-term planning of Kansas Natural Resources Conservation Service (NRCS) activities and assists the STC in directing and managing the execution of the Kansas NRCS Employee Recognition Program. The MT member in the nominee's area/staff is the appropriate MT member to approve or reassign an award for that nominee. Team members include:

- (i) Assistant State Conservationists
- (ii) State Administrative Officer
- (iii) State Resource Conservationist
- (iv) State Conservation Engineer
- (v) State Soil Scientist/MO Leader
- (vi) Public Affairs Specialist

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Part 414 - NRCS Employee Recognition Program
Subpart B - Monetary Recognition

KS414.13 Suggestion/Invention Awards

G. The assistant state conservationist for operations serves as the Employee Suggestion Program coordinator for Kansas.

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Subpart C - Non-Monetary Recognition

KS414.21 Honorary Awards

G. Informal Recognition Awards

(1) Keepsakes awarded to conservation district employees will cost less than \$40, as required by their employment system. When electing to award a keepsake with an unknown dollar value, the purchaser should be contacted to ensure the value is within the allowed \$40 limit.

H. Length of Service Awards

(1) Service to be recognized will be identified by the Human Resources (HR) Staff.

(3) Keepsakes will be those prescribed by the Office of Personnel Management.

(4) Award, approval, and certificates will be prepared by the HR Staff.

(5) Recognition programs will be conducted, as appropriate, by the assistant state conservationist for field operations for employees assigned within their areas. State office employees will be recognized as appropriate.

I. The Kansas Unsung Hero Award

This award recognizes employees for their personal activities that serve and support the community in which the employee resides, or other activity outside the parameters of the employee's established duties which adds to the quality of life of the employee's co-workers and community.

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Subpart D - Exhibits

KS414.35 Making a Nomination

Nominations for individual and group spot, special act or service, and time off awards, and performance awards will be initiated using EmpowHR. The PowerPoint entitled, "*Navigating the Employee Recognition Program in EmpowHR*," can be found on the Kansas Web site at http://www.ks.nrcs.usda.gov/intranet/human_resources.html under the EmpowHR heading.