

GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Department of Human Resources

District Personnel Manual Issuance System

E-DPM Bulletin No. 4-45

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SUBJECT: Procedures for Participation in the *One City* Mayoral Awards Program

Date: June 20, 2014

1. Background

The *One City* Mayoral Awards Selection Committee was established by Mayor's Order 2014-149, dated June 20, 2014 ("Order"), for the purpose of advising the Mayor on the administration of the *One City* Mayoral Awards Program. The Order also re-establishes the D.C. Government Employees' Week, which will be a time set aside each year to celebrate and showcase the accomplishments of District government employees and agencies.

District agencies are required to prepare an exhibit to display information about their operations during D.C. Government Employees' Week activities. The awards are called the *One City* Mayoral Awards to honor and recognize District employees and agency units for demonstrated achievement of the *One City* Action plan, goals, strategies and action steps.

2. Purpose

The purpose of this bulletin is to inform District government employees about the procedures for participating in the *One City* Mayoral Awards Program, where Mayoral awards will be presented to employees for exceptional service, dedication, ingenuity, and excellence, as demonstrated by outstanding contributions, suggestions, innovations, superior accomplishments, or other meritorious efforts.

3. Applicability and Authority

- (a) All District government employees, including employees in independent agencies, are eligible to receive Mayoral awards. Executive and Excepted Service appointees that hold director level or agency head positions or above, and elected officials, are excluded from consideration as a nominee.
- (b) This bulletin does not preclude agencies from recognizing employees under the DPM Chapter 19 Incentive Awards programs.
- (c) Employees recognized under the District of Columbia Public Schools, Fire and Emergency Medical Services Department, and Metropolitan Police Department annual awards programs will be further recognized during the D.C. Government Employees' Week activities.
- (d) D.C. Official Code §§ 1-204.22, 1-604.6; 1-619.06; and Mayor's Order 2014-149.

Inquiries: Administration for Business Operations, DCHR (202) 442-9700

Distribution: Heads of Department and Agencies, and HR Advisors

Bulletin Expires: December 31, 2014

4. Award Categories

There are five (5) award categories, with the following award designations:

CATEGORY		AWARD
(a)	Employee of the Year	The “ <i>One City</i> ” Statuette and \$3,000*
(b)	Manager the Year	The “ <i>One City</i> ” Statuette and \$1,000*
(c)	Team of the Year	The “ <i>One City</i> ” Statuette and administrative leave
(d)	Customer Care Employee of the Year	The “ <i>One City</i> ” Statuette and \$1,000*
(e)	The Dwight Bowman Award (Labor Management Partnership)	The “ <i>One City</i> ” Statuette and administrative leave

***Note:** All monetary awards will be subject to applicable fees and taxes.

5. Eligibility Criteria

- (a) Nominees must have demonstrated significant and outstanding contributions in the award category for which they are nominated. Contributions shall be demonstrated by documented submission of fact-specific actions, behaviors and results that notably surpass the normal and customary day-to-day completion of activities and assignments.
- (b) Nominees must have received at least a “valued performer,” “meets expectations,” “effective,” or equivalent performance rating for the preceding rating period.
- (c) Nominees must have served a minimum of one (1) year of continuous service in the District government by the date on which nominations close for any given year’s awards.
- (d) In the case of Team of the Year award the provisions contained in sections 5(b) and (c) of this bulletin are excluded.
- (e) All recognized accomplishments must have occurred in the calendar year preceding the award nomination.

6. Exclusions

- (a) Former award recipients are not eligible for nomination in any category for which they have received a previous award from the *One City* Mayoral Awards Selection Committee.

- (b) Members of the *One City* Mayoral Awards Selection Committee may not be considered for any of the individual awards.
- (c) Members of the *One City* Mayoral Awards Selection Committee may not serve as an agency Awards Coordinator.

7. **Procedures**

- (a) The head of each agency is responsible for appointing an Awards Coordinator within his or her agency.
- (b) Nominations for awards must be submitted on a nomination form which may be secured from an agency Awards Coordinator or accessed electronically at dchr.dc.gov. (A sample nomination form for each award category is attached to this bulletin.)
- (c) The completed nomination form and supporting documentation must be submitted to the nominee's agency Awards Coordinator by mail, email, or in person by the nomination period closing date.

8. **Awards Coordinator Responsibilities**

- (a) Each Awards Coordinator shall review and verify the information contained on all nomination forms for his or her agency and ensure that eligibility requirements are met.
- (b) Awards Coordinators are responsible for redirecting nomination forms received for nominees not employed at his or her agency to the appropriate agency Awards Coordinator.
- (c) Awards Coordinators shall be required to enter the information contained on the nomination forms and supporting documents into the *One City* Mayoral Awards tracking system no later than the deadline established by the D.C. Awards Committee.
- (d) Awards Coordinators will submit the names of the awards nominees to the D.C. Department of Human Resources, *One City* Awards Coordinator (DCHR *One City* Awards Coordinator) for verification that they meet the eligibility criteria specified in section 5 of this bulletin. The names of the nominees shall be forwarded to the DCHR *One City* Awards Coordinator every Friday after the program has officially launched.
- (e) Awards Coordinators shall be responsible for notifying nominees in writing within three (3) business days after submission of the nomination form and supporting documentation has been transmitted to the D.C. Awards Committee.

- (f) The Awards Coordinator is required to maintain records that document on an annual basis:
 - (1) The total number of employees who have been nominated for an award under the *One City* Mayoral Awards Program;
 - (2) The names, position title, and grade of each employee who was nominated for an award by category; and
 - (3) The names of each employee who received an award; including, dollar amount and/or non-monetary award received by category.

9. DCHR Responsibilities

- (a) DCHR shall designate an individual to serve as DCHR's *One City* Awards Coordinator.
- (b) DCHR *One City* Awards Coordinator shall be responsible for establishing, maintaining and monitoring the Mayoral Awards tracking system, which shall be utilized to maintain the names of District government employees who have been nominated for an award.
- (c) DCHR *One City* Awards Coordinator will conduct a verification of the names of the nominated awards recipients to determine whether they meet the eligibility criteria specified in section 5 of this bulletin. The information must be validated no later than the Friday following the receipt of the document.
- (d) DCHR's *One City* Awards Coordinator will be responsible for transmitting the list of nominees to the rating and ranking panel that will be used to verify against submissions made by the Awards Coordinators.
- (e) DCHR's *One City* Awards Coordinator shall also facilitate the assignment of files to the rating and ranking panel to ensure that the list of nominees is reconciled, and provide assistance to the *One City* Mayoral Awards Selection Committee in facilitating the ratings panel.

10. Selection Panels and Composition

- (a) *One City* Mayoral Selection Committee Rating and Ranking Panel:
 - (1) The D.C. Labor Management Partnership Council (LMPC) Governance Committee identifies and recommends panel members comprised of D.C. employees to be appointed for staggered terms not exceeding two (2) calendar years.

- (2) The LMPC Governance Committee will designate two (2) panel co-chairs comprised of labor and management representatives to serve on the rating and ranking panel.
 - (3) The LMPC Governance Committee members may not serve on the rating and ranking panel.
- (b) **Rating and Ranking Panel Co-Chairs Responsibilities**
- (1) The co-chairs shall facilitate the rating and ranking and adjudication processes, and address any scoring issues.
 - (2) The co-chairs shall designate pairs of panel members to review nominee submissions. Each pair of panel members will be assigned a number of submissions based on the total number of submissions per category.
 - (3) A panel member cannot assess a nominee that he or she directly works with or supervises.

11. **Process for Rating and Ranking**

- (a) Each pair of panel members will individually review a nominee submission and derive a preliminary aggregate score based on the award criteria ranking factors. Panel pair reviewers should discuss and compare their nominee rating and ranking scores and derive a single aggregate score for each nominee submission assigned to them. Any disagreement on determining a single score shall be adjudicated by the panel co-chairs.
- (b) Each pair of panel members shall submit their nominee aggregate scores to the panel co-chairs.
- (c) The panel co-chairs will maintain a rating and ranking roster for all nominee submissions. The panel co-chairs shall forward the top three (3) nominees, their corresponding nomination package, and rating and ranking sheets for each award category to the *One City* Mayoral Awards Selection Committee.
- (d) In the event of a tie that results in more than three (3) nominees in an awards category, the panel pair reviewers should discuss and compare the nominees rating and rankings scores and derive a single aggregate score for each of the nominees. This re-rating process will continue until the top (3) nominees have been identified. Any disagreement on determining a single score would be adjudicated by the panel co-chairs. The names and packages will be forwarded to the *One City* Mayoral Awards Selection Committee for review and evaluation.

12. One City Mayoral Awards Selection Committee

- (a) The *One City* Mayoral Awards Selection Committee co-chairs will assign award category nominees to committee members to conduct a final review.
- (b) The committee members will conduct a review of the nominees as outlined in section 11 of this bulletin. Any disagreement on determining a single score shall be adjudicated by the *One City* Mayoral Awards Selection Committee co-chairs.
- (c) With a quorum of members present, the *One City* Mayoral Awards Selection Committee co-chairs shall convene a meeting to determine winners based on scores, and to deliberate over nominees who received a tied score. Finalists will be announced and presented awards during the D.C. Government Employees Week activities.

13. Definitions

The following terms having the meaning ascribed:

***One City* Mayoral Awards Selection Committee** – Pursuant to Mayoral Order 2014-149, the Committee advises the Mayor on the administration of the *One City* Mayoral Awards Program where Mayoral awards are presented annually to employees for exceptional service, dedication, ingenuity, and excellence, as demonstrated by outstanding contributions, suggestions, innovations, superior accomplishments, or other meritorious efforts.

14. Evaluation of the Mayoral Awards Programs

Biannually, the *One City* Mayoral Awards Selection Committee will review the current *One City* Mayoral Awards Program category and procedures to determine whether any changes are necessary.

15. Effective Date

This bulletin shall take effect immediately.


Shawn Y. Stokes
Director

Attachments

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Department of Human Resources**

ONE CITY MAYORAL AWARDS PROGRAM

NOMINATION FORM

Section 1 – Instructions

INSTRUCTIONS: Based on the selection criteria, a written justification on the nominee limited to two (2) pages must be submitted with the nomination form. All forms and supporting document must be submitted to the agency's Awards Coordinator.

AWARD: Employee of the Year

PURPOSE: To recognize the most outstanding District government employee.

ELIGIBILITY: All applicable District government employees

Section 2 – Employee Information [*Required Fields]

Name of Nominee*

Agency/Department*

Position Title*

Supervisor

Grade

Telephone Number

Section 3 – Selection Criteria

The nominee must have at least one (1) year of continuous service and demonstrated at least four (4) of the following:

- Willingness to devote extra time and effort to set and maintain exceptionally high standards for performance;
- Ability to resolve difficult situations with tact and resourcefulness;
- Initiative to anticipate problems and negotiate effective, thoughtful, and innovative solutions; and
- Motivation to pursue excellence by consistently meeting challenges and exceeding accepted performance standards.

Section 4 – To Be Completed by Nominator and Agency Awards Coordinator

Nominator's Name

Agency Awards Coordinator's Name

Agency/Department Telephone Number

Agency/Department Telephone Number

Signature Date

Signature Date

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
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ONE CITY MAYORAL AWARDS PROGRAM

NOMINATION FORM

Section 1 – Instructions

INSTRUCTIONS: Based on the selection criteria, a **written** justification on the nominee limited to two (2) pages must be submitted with the nomination form. All forms and supporting document must be submitted to the agency’s Awards Coordinator.

AWARD: Manager of the Year

PURPOSE: To recognize a manager who is the most effective in performing his or her position.

ELIGIBILITY: All Management Supervisory Service and employees

Section 2 – Employee Information [*Required Fields]

Name of Nominee*

Agency/Department*

Position Title*

Supervisor

Grade

Telephone Number

Section 3 – Selection Criteria

The nominee must have at least one (1) year of continuous service and demonstrated at least three (3) of the following:

- Inspires employees to exceed service expectations and needs of the organization;
- Ability to gain employees’ commitment to management objects;
- Encourage and assist employees in the development and utilization of their skills; and
- Willingness to consistently devote time and effort to ensure that assigned duties are carried out promptly and responsibly.

Section 4 – To Be Completed by Nominator and Agency Awards Coordinator

Nominator’s Name

Agency Awards Coordinator’s Name

Agency/Department

Telephone Number

Agency/Department

Telephone Number

Signature

Date

Signature

Date

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Department of Human Resources**

ONE CITY MAYORAL AWARDS PROGRAM

NOMINATION FORM

Section 1 – Instructions

INSTRUCTIONS: Based on the selection criteria, a written justification on the nominee limited to two (2) pages must be submitted with the nomination form. A separate nomination form and written justification must be separated for each nominee. All forms and supporting document must be submitted to the agency’s Awards Coordinator.

AWARD: Team of the Year

PURPOSE: To recognize outstanding achievements or contributions to District Government operations.

ELIGIBILITY: Teams who represent a group of employees in a unit or administration whose primary functions are to provide services which support agencies and employees, or residents of the District.

Section 2 – Unit Information [*Required Fields]

Name of Unit*

Agency/Department*

Address*

Telephone Number

Section 3 – Selection Criteria

The nominee must have at least one (1) year of continuous service and demonstrated at least three (3) of the following:

- Consistently completed projects on time and within budget;
- Willingness to consistently devote time and effort to ensure timely and responsive delivery of services to District employees and/or District residents;
- Ability to interface well with other governmental teams; and
- Initiative to improve performance standards and increase productivity by streamlining procedures and instituting management reforms.

Section 4 – To Be Completed by Nominator and Agency Awards Coordinator

Nominator’s Name

Agency Awards Coordinator’s Name

Agency/Department

Telephone Number

Agency/Department

Telephone Number

Signature

Date

Signature

Date

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Department of Human Resources**

ONE CITY MAYORAL AWARDS PROGRAM

NOMINATION FORM

Section 1 – Instructions

INSTRUCTIONS: Agency Labor Management Partnership Council (LMPCs) members are only eligible to consider nominations for this award. Based on the selection criteria, a written justification on the nominees limited to two (2) pages must be submitted with the nomination form. A separate nomination form and written justification must be separated for each nominee. All forms and supporting document must be submitted to the agency's Awards Coordinator.

AWARD: Dwight Bowman Award (Labor Management Partnership)

PURPOSE: To recognize employees and/or organizational units for collaborative and innovative labor management partnership in furthering day-to-day agency operations.

ELIGIBILITY: All applicable District government employees within agencies with LMPCs.

Section 2 – Employee Information [*Required Fields]

Name of Nominee*

Agency/Department*

Position Title*

Supervisor

Grade

Telephone Number

Section 3 – Selection Criteria

The nominee must have at least one (1) year of continuous service and demonstrated at least three (3) of the following:

- Helped improve the agency's capacity to operate effectively and efficiently;
- Accomplished a notable and publicized agency achievement that required collaborative labor-management decision-making and problem-solving;
- Consistently utilized District-wide best practices in servicing customers; and
- Employed interest-based collaborative problem-solving to resolve disputes, in lieu of statutory or contractual enforcement mechanisms.

Section 4 – To Be Completed by Nominator and Agency Awards Coordinator

Nominator's Name

Agency Awards Coordinator's Name

Agency/Department

Telephone Number

Agency/Department

Telephone Number

Signature

Date

Signature

Date