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DEPARTMENT OF LABOR AND EMPLOYMENT

DIVISION OF EMPLOYMENT & TRAINING

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Category: Veterans
Subject#: Performance Incentives Awards
Source: Federal
Revise/Replace: None
Contact: Tim Amthor
Distribution: All Workforce Centers, Program and Administrative Staff
Colorado One-Stop System Policy Guidance 04-16-V
Date: November 3, 2004

I. REFERENCE(S):

Public Law 107-288 and Veterans Program Guidance Letter (VPL) 08-03.

II. PURPOSE:

This program provides an employee award and recognition system authorized by Veterans Employment and Training Service (VETS) in accordance with PL107-288 (Jobs For Veterans Act) and by direction of Veterans Program Letter (VPL) 08-03. The program is designed to recognize an employee's contribution to the objectives of VPL 08-03 through excellence in performance and service to veterans.

III. BACKGROUND:

A. Public 107-288, The Jobs for Veterans Act (the Act), established the requirement for performance incentive awards for quality employment training and placement services. The Act stipulates that one percent of the State's total grant allocation shall be used for this purpose. The intent is to:

- (1) Improve and modernize employment, training, and placement services for veterans.

- (2) Recognize eligible employees for excellence in the provision of such services, or for having made a demonstrable improvement in the provision of services to veterans.
- (3) **Award incentives to individuals or teams on a cash basis.**

B. Eligible Individuals Include:

- (1) Any employee providing employment training and placement services to veterans under the Workforce Investment Act (WIA) or other employment services.
- (2) Any employee providing Wagner-Peyser services in a One-Stop.
- (3) Any employee from a One-Stop or WIA partner Agency that provides services to veterans.
- (4) DVOPS and LVERs

C. Federal workers, State CDLE managers, and entities (groups or agencies) are not eligible.

D. Award Types:

- (1) **Distinguished Accomplishment Awards** will be awarded for a notable event or achievement that is significant in scope, effort, or impact on the State of Colorado's operations with service to veterans as indicated on the nomination form provided. This award category indicates achievement well beyond the norm; however, the minimum required level of achievement shall not be so high as to be unattainable by employees who are generally recognized as performing in an outstanding manner, nor so low that the awards lose significance by being easily attainable. Distinguished awards will not exceed \$1000. Work Teams may be nominated.
- (2) **Spot Awards** (on-the-spot) will be awarded to individuals, including LVERs, DVOPS or One Stop collaborative partners who have been observed providing **above and beyond, best practice, and/or an exceptional effort** services for veterans fitting the criteria form provided. They shall be awarded on the basis of the observations and after completion of the Spot Award nomination form. Spot awards will be \$50, and no more than 100 Spot Awards shall be given out.
- (3) Total awards to a single individual will not exceed \$1000 during the Fiscal year.

E. These incentive awards are to be paid from the FY05 Colorado Veterans Employment and Training Program Grant award. Furthermore:

- (1) The Colorado Department of Labor and Employment Executive Director retains total discretion both as to the fact or an award and as to the amount and/or nature of the award;
- (2) The amount or nature of an award, if any, is determined by the Executive Director without prior promise or agreement;
- (3) The employee or individual has no contract right, express or implied, to any award; and
- (4) The award is not paid pursuant to any prior contract, agreement, or promise.
- (5) 1099s will be issued for any calendar year payments that are cumulatively above the IRS non-reportable limit.

IV: POLICY/ACTION:

A. The following is the nomination process for the **Distinguished Accomplishment Award**:

- (1) Regional Directors, in conjunction with State One Stop Directors, where appropriate or other state or entity Managers or Directors will complete the **Distinguished Accomplishment Award** nomination form, a W-9 for each person nominated and any other supporting documentation.
- (2) Nomination form(s) will be forwarded to the Colorado State Veterans' Coordinator, who will review the nomination form for completeness. Complete forms will be forwarded to the selection committee for consideration. Incomplete forms will be returned to the nominator for further action.
- (3) The selection committee will be comprised of at least three Regional Directors and/or designated representatives from Colorado's One Stop Workforce Development System and its partners, the Colorado State Veterans' Employment and Training Programs Coordinator, an appropriate Colorado Department of Labor and Employment Workforce Development manager(s), and any other individuals selected by the Director of Field Operations.
- (4) The selection committee will meet when necessary

and be directed by the Director of Field Operations.

(5) After awards have been determined, an appropriate process for announcement and presentation will be used with the help of the CDLE Information Officer.

(6) The CDLE Controller's office will process payments using the attached Distinguished Accomplishment Nomination Form and W-9 Form.

B. The process for awarding the **Spot Award**:

(1) State Directors, Supervisors, State Veterans Coordinator, Local Veteran Employment Representative (LVER), and Disabled Outreach Program Specialist, may issue a Spot Award to any individual in part III, B. County One-Stop Directors may recommend to the appropriate State Director, any individual in part III, B, for a Spot Award.

(2) The person making the Spot Award will forward a completed Spot Award form to the State Veterans' coordinator for review and processing.

(3) A W-9 form must accompany the Spot Award Form.

(4) The CDLE Controller's Office will process payments using the attached Spot Award Nomination Form and W-9 Form.

C. The guiding criteria for any award will be the recognition and promotion in the improvement of service to veterans. The following is a list of some criteria for individual achievements or efforts that will be sought:

- Development of a program, for which the impact may not be directly measurable (e.g., a resume skills building program)
- Promotion of entry into federal employment
- Providing outstanding Enhanced Employment Services
- Vocational rehabilitation marketing; direct marketing to employers-Note: This is an example of how awards criteria may foster partnerships, since vocational rehabilitation specialists often work with or rely upon assistance from DVOP or LVER staff.
- Exceptional performance beyond job requirements or outside of established performance goals
- Ideas that are implemented to improve the system, improve performance, reduce time or cost, or to promote collaboration
- Performance measures

- Outreach/community-relations efforts, e.g. Chambers of Commerce, employers, etc
 - Generation of positive publicity for a local office; increasing awareness of relevant issues within the employer community
 - Enhancement of on the job training, customized job training, or compensated work therapy
 - Efforts to assist hard-to-place populations (homeless veterans, etc.)
 - Specific incidents of **above and beyond, best practice, and/or exceptional effort** services to veterans in local One Stop Workforce Center offices.
- D. The State Veterans Coordinator must track Spot and Distinguished Accomplishment Awards and report Incentive expenses quarterly.
- E. Nominations for Distinguished Awards and Sport Awards will be accepted any time after October 1, 2004. No award nominations will be accepted after August 15th, 2005.
- V. **IMPLEMENTATION DATE:** Nominations may be submitted immediately however, payments can not be made until passage of the FY 2005 Labor, HHS and Education spending bill.
- VI. **INQUIRIES:** Please direct inquiries to Tim Amthor at (303) 318-8821

Donald B. Peitersen
Director, Division of Employment and Training

Attachments:
Spot Award Nomination Form
Distinguished Accomplishment Award Form

11/8/2004

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