

**SERIES:** General Agency Operations (CPR-100)

**NUMBER:** CPR-110

**TITLE:** Employee Recognition Program

**PURPOSE:**

The purpose of this policy is to implement a formal and informal program to recognize the importance of staff by acknowledging an employee's length of service with the state of New Mexico and rewarding employees for their exemplary contributions to the NM State Commission of Public Records (CPR).

**SCOPE:**

This policy applies to all employees of the CPR.

**DEFINITIONS:**

**“Administrative Impact”** means an idea or activity that saves time or makes decision making easier or clearer.

**“Career status”** means an employee in a career appointment who has attained career status. Career status begins the day following the end of the probationary period.

**“Certificate”** means a printed document identifying the achievement of the recipient.

**“Commendation”** means a letter of appreciation from the Administrator and/or the Commission of Public Records recognizing the outstanding performance of an employee.

**“Commission”** means the New Mexico Commission of Public Records.

**“Economic Impact”** means a direct agency operating activity or idea resulting in cost savings or generating new revenue.

**“Extraordinary Service”** means service exceeding the expectations of the job in the following areas:

- Customer service – contributes to improving the quality of service to patrons, staff and the public.
- Leadership – demonstrates initiative and shared decision making to promote the interests of the CPR.
- Problem solving – develops creative and innovative resolutions to solve problems or challenges.
- Efficiency - demonstrates creativity that results in new and innovative procedures that save time or resources.
- Self-improvement – participates in professional development to improve job knowledge and work performance.
- Team player – maintains a positive attitude and works cooperatively with others to achieve a common goal.

**“Expectations”** means the level of performance expected given the experience and existing skills of a competent employee.

**“Good Standing”** means a career status employee who has received at least an overall satisfactory rating on their most recent evaluation or review.

**“Length of Service”** means the employee's length of employment with the state of New Mexico

**“Token”** means a tangible item of less than \$25 commemorating an event.

**“Team”** means a group of two or more employees collaborating on a work project.

**“Qualifying Activity”** means an idea or activity of a career status employee to which extraordinary service has been demonstrated; or additional responsibilities have been assumed while maintaining essential responsibilities in all other assigned areas and that has verifiable administrative or economic impact.

**A. GENERAL PROVISIONS:**

It is the policy of the CPR to motivate, develop and retain a high performance workforce. Recognition shows employees they are valuable contributors to accomplishing the CPR mission. This policy establishes standards, considerations, and an approval processes for employee recognition.

**B. LENGTH OF SERVICE:**

CPR employees will be recognized in five (5) year increments for their years of service with the state of New Mexico. The personnel officer will notify the management team of all employees reaching one of the five-year service marks each month. Employees reaching a service mark will receive a certificate and an appropriate token to commemorate the occasion at the next scheduled general staff meeting.

**C. EXTRAORDINARY SERVICE:**

The New Mexico Public Records Achievement Award (NMPRA) is established to recognize extraordinary performance.

Any career status employee in good standing with the agency is eligible for the NMPRA. More than one employee may be nominated in any given period. In special circumstances, more than one employee can be nominated for the same qualifying activity. The nominated employees must have equal contributions in order to submit a team nomination. Employees may be nominated by peers, supervisors, managers or any other person having direct knowledge of an employee’s contribution and its administrative or economic impact. A qualifying activity must have occurred within the 12 months preceding the nomination.

Nominations will be addressed to the administrator and will be accepted on the first Monday of each month. The administrator will evaluate each nomination. If approved by the administrator, the recipient of the NMPRA will receive a certificate, a commendation and a maximum of two hours administrative leave. The award will be presented at the next scheduled general staff meeting and announced at the next meeting of the CPR.

[12/21/12 adopted; 01/21/2016 revised; 09/21/2016 revised]

**APPROVED:**

**EFFECTIVE DATE:**

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**Linda M. Trujillo, State Records Administrator**

January 21, 2016