

California Department of Public Health

Recognition Program(s)

Handbook



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Introduction

This handbook provides an overview and guidance on both State sponsored recognition programs (e.g. sustained superior accomplishment award) and California Department of Public Health (CDPH) designed recognition programs (e.g., Public Health Acknowledging My Efforts (PHAME)).

Recognition program(s) seek to promote the quality of the workforce by providing recognition of behaviors that support/further the mission, goals, core values and initiatives of CDPH.

CDPH Core Values

1. **Collaboration** - We value our partners. We reach out to diverse groups and external stakeholders. We foster both internal and external collaboration. We empower and engage our staff.
2. **Competence** - We strive for excellence in all that we do. We invest in our staff and value and reward competence.
3. **Equity** - We foster policies and programs that promote fairness, social justice, equity, and cultural competence.
4. **Integrity** - We adhere to high ethical and professional standards in our work and relationships. We are honest in our interactions and conscientious stewards of the resources entrusted to us.
5. **Respect** - We treat all people with respect, courtesy, and understanding.
6. **Responsibility** - We follow through on commitments. We hold ourselves and others accountable for results.
7. **Trust** - We foster an atmosphere of trust by modeling consistent and professional behaviors and valuing them in others. We strive for transparency in our actions and communications.
8. **Vision** - We seek new information and progressive solutions. We encourage innovation and creativity. We work in the present and focus on the future.

Recognition Program(s)

Awards at a Glance

CDPH Recognition Awards				
Program	Award	Criteria	Who can Nominate	Frequency
PHAME <i>Public Health Acknowledging My Efforts</i> ANYTIME AWARDS	On the Spot (<i>Personal thank you-written or verbal</i>)	Designed to show appreciation on a daily basis by saying thank you, giving praise, or showing respect.	This is peer-to-peer recognition for everyone	Anytime
	Certificate Certificate Template	Acknowledging workforce member - who go the extra mile. For example, participate on annual committees such as the food drive – volunteers to take on other one-time or temporary activities such as planning for an event – goes above and beyond, etc.	Supervisors and Managers <i>(not necessarily the person's immediate supervisor)</i>	Anytime
PHAME <i>Public Health Acknowledging My Efforts</i> ANNUAL AWARD	Individual and/or team engraved award	The following are categories individual(s) or teams may be nominated for: <ul style="list-style-type: none"> • Leadership • Beyond the Call of Duty • Quality Improvement • Collaboration • Innovation • Customer Service • Public Service • Core Values • Strategic Map • Outstanding Achievement in Public Health 	Everyone	Annual
Beverlee A. Myers Award for Excellence	Engraved Crystal Vase	Awards a non-CDPH employee - recognizes the contributions of public health professionals and health care services in improving the health status of Californians	Everyone	Annual
State of California Recognition Awards				
Program	Award	Criteria	Who can Nominate	Frequency
Superior Accomplishment Award	Certificate and cash award	Awards a CDPH employee for performance resulting in exceptional contribution to improving State government	Supervisors and managers	Anytime
Sustained Superior Accomplishment Award	Certificate and cash award	Awards a CDPH employee for performance resulting in exceptional contribution to improving State government over a two-year period	Supervisors and managers	Anytime

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Governor's State Employee Medal of Valor - A Special Act (Gold)	Certificate, citation, medal and lapel pin	Recognizes an extraordinary act of heroism by a State employee extending far above and beyond the normal call of duty or service, performed at great risk to his/her own life in an effort to save human life	The Department Directorate	As needed
Governor's State Employee Medal of Valor - A Special Act (Silver)	Certificate, citation, medal and lapel pin	Recognizes an act of heroism by a State employee extending above and beyond the normal call of duty or service performed at personal risk to his/her safety to save human life or State property.	The Department Directorate	As needed
25-Year Service Award	Certificate and "core" memento	Recognizes employees who have completed 25-years of State service.	N/A	As needed
Retirement Award	Certificate and "core" memento	Recognizes retiring employees who have completed 25-years or more of State service	N/A	As needed
Employee Suggestion Program	Cash award based on the net savings or earnings realized by the State	Rewards employees who submit ideas that reduce or eliminate State expenditures or improve the safety or operation of State government	N/A	As needed

Recognition Program(s)

Roles, Responsibilities, and Expectations

Appreciating, valuing, and recognizing one another on a regular basis for work done well is everyone's responsibility. Saying "thank you" can make a huge difference to our success and to the lives of others around us. All workforce members are empowered and encouraged to recognize peers on an informal and ongoing basis and to nominate peers for annual awards.

"Appreciation can make a day - even change a life. Your willingness to put it into words is all that is necessary." ~ Margaret Cousins (Author)

- The Directorate: will demonstrate leadership support for recognition program(s) by consistently recognizing individuals and teams for activities that model our core values and contribute to accomplishing CDPH's mission and vision, encouraging participation by all supervisors, managers and other workforce members, and recognizing individuals on an annual basis. Additionally, the Directorate will ensure that necessary resources are dedicated to allow for a successful recognition program.
- The Office of Quality Performance and Accreditation (OQPA): will be responsible for the recognition program development, maintenance, program communication, maintaining records of those who receive an award, soliciting nominations for the annual Public Health Acknowledging My Efforts (PHAME) Recognition Awards, coordination of the selection and notification of recipients, procuring awards, and any directorate sponsored celebratory activities beyond the awards ceremony.
- The Office of Public Affairs (OPA): will be responsible for soliciting nominations for the annual the Beverlee A. Myers Award for Excellence, coordination of the selection committee, procuring awards, and logistics of the award ceremony during National Public Health Week which is the first week of April.
- Public Health Executive Management Team (PHEMT): will be expected to have a basic understanding of the recognition program(s), to demonstrate support, and lead by example by recognizing individuals and teams within their respective centers, offices, divisions, and programs, that model our core values and contribute to accomplishing CPDH's mission and vision.
- Managers/supervisors: will be expected to have a basic understanding of the recognition program(s) (purpose, basic concepts, processes). They will lead by example and foster a culture that embraces recognition within their sections, units and program areas.

Recognition Program(s)

Public Health Acknowledging My Efforts (PHAME)

Eligibility

All CDPH staff and CDPH teams are eligible

Overview

The PHAME awards consists of “anytime” and “annual” awards. The anytime awards are intended to provide timely recognition of behaviors that support CDPH core values, mission, and vision. The annual awards seek to identify and celebrate individual(s) and/or teams that exemplify those behaviors and activities that strengthen CDPH as an Organization “Promote Core Values” (strategic map priority A2).

Anytime Awards:

On-The-Spot

On-the-spot recognition is intended to provide immediate peer-to-peer recognition for day-to-day achievements and to demonstrate appreciation.

PHAME Certificate

PHAME certificates are intended for supervisors and managers to recognize workforce members for specific actions. Certificates should include specific references to the accomplishment by including phrases that cite the work performance that earned the award.

Annual Awards:

The following are categories individual(s) or teams may be nominated for:

- **Leadership** – exemplifies leadership qualities
- **Beyond the Call of Duty** – went out of their way to serve the department/public
- **Quality Improvement** – implemented a process improvement to do something faster, better, or cheaper
- **Collaboration** – worked with others to tackle a problem or barrier to achieve outcomes.
- **Innovation** – developed or implemented an innovative approach to work
- **Customer Service** – provides exemplary internal support to others within CDPH
- **Public Service** – provides exemplary customer service to external parties
- **Core Values** – exemplifies more than one of CDPH’s core values
- **Strategic Map** – helped the department move forward to fulfill some of our strategic map goals
- **Outstanding Achievement in Public Health** – person(s) who significantly contributed to public health services and/or outcomes

Recognition Program(s)

Nomination Process

Only CDPH workforce members may submit nominations. If you nominate more than one person, each nominee requires a separate nomination form. The nomination form is available at <http://cdphintranet/Pages/PHAME.aspx>.

Nomination period for PHAME starts in May; however it's never too early to begin considering nominees.

May 1 – January 31	Solicit Nominations
January 31	Nomination Deadline
February 1 – February 28	Review, Validation and Selection Phase
First week in March	Awardees Announced
First week in April	Public Health Week Awards and Celebration

For questions please contact the
Office of Quality Performance and
Accreditation (OQPA) at
OQPA@cdph.ca.gov
(916)322-3451

Selection Committee

The Director, Chief Deputy Directors of CDPH, and/or other members selected by the Director will review the nominations and select recipients.

Award Celebration

CDPH will recognize award recipients in a ceremony in April, in conjunction with Public Health Week celebration.

Beverlee A. Myers Award for Excellence in Public Health

Eligibility

All non CDPH public health professionals

Overview

The Beverlee A. Myers award is presented annually to an individual who has exhibited outstanding leadership and accomplishments in public health in California. Established in 1993 in honor of the late Beverlee A. Myers, this award reflects the leadership and dedication to all aspects of public health improvement exemplified throughout her 25-year career, which included her service as the director of the California Department of Health Services from 1978 to 1983.

Qualifications:

The Beverlee A. Myers Award will be presented to a public health professional that best portrays the following characteristics:

- Exemplifies dedication and accomplishment in improving the health status of Californians;
- Demonstrates an ability to work collaboratively and provide leadership within the public health and health service delivery communities;
- Uses creative methods to promote essential public health services; and
- Demonstrates sensitivity to addressing the needs of special populations and reducing disparities in health care and health outcomes.

Nomination Process

Nominations may be submitted by California health professionals, public health organizations, and all CDPH and DHCS Stakeholder Groups.

Nomination period for the Beverlee A Meyers starts in December; however it's never too early to begin considering nominees.

December 1 – January 31	Solicit Nominations
January 31	Nomination Deadline
February 1 – February 28	Review, Validation and Selection Phase
First week in March	Awardees Announced
First week in April	Public Health Week Awards and Celebration

If you nominate more than one person, each nominee requires a separate nomination letter. In your nomination letter, please include the following information about your nominee:

Name

Phone number

Email address

Mailing address

Brief description of why you nominated him/her

A copy of your nominee's CV or résumé is helpful, but is not required.

Recognition Program(s)

Submit nominations to:

CDPHPressOPA@cdph.ca.gov

Office of Public Affairs (OPA)

California Department of Public Health

P.O. Box 997377, MS 0502,

Sacramento, CA 95899-7377

Selection Committee

The Director, Chief Deputy Directors of CDPH, and/or other members selected by the Director will review the nominations and select recipients.

Award Celebration

CDPH will recognize the award recipient in a ceremony in April, in conjunction with our Public Health Week celebration.

25 Year Service Awards

Eligibility

All state employees

Overview

The 25-Year Service was established by the Legislature to recognize State employees who have completed 25 years or more of State service.

Qualifications:

- The Service Award - employees who have completed 25-years of State service
- The Retirement Award - retiring employees who have completed 25-years or more of State service.

Process

Please refer to Contracts and Purchasing Memo 13-02

http://cdphintranet/SvcProg/PSB%20Documents/CPSS%20Bulletins/CPSS_13_02_25%20yr%20Svc%20Awards.pdf

Selection Committee

N/A

Award and Celebration

Individuals achieving 25 years of State service between March 31 and April 1st of the preceding year may be recognized at the annual Public Health award ceremony the first week of April of each year.

25-Year Service and Retirement Awards Frequently Asked Questions

<http://www.calhr.ca.gov/state-hr-professionals/Pages/25-year-service-and-retirement-awards-faq.aspx>

Recognition Program(s)

Superior and Sustained Superior Accomplishment Award

Eligibility

All State of California employees. Employees designated Career Executive Assignments (CEA) or Exempt classifications are excluded from receiving a cash award per Merit Award Program Regulations 599.660 (b). <http://www.calhr.ca.gov/state-hr-professionals/Pages/benefits-administration-manual-merit-award-program.aspx>
Award recipients are not excluded from receiving CDPH Public Health Recognition awards.

Overview

The Superior and Sustained Superior Accomplishment Award is part of the Merit Award Program (MAP) that was established by the California Legislature in 1950 as an incentive award system to recognize employee's contributions to State government. Awards are funded by the agency/department that benefit from the idea or nomination.

Qualifications:

The Superior Accomplishment Award recognizes an employee for an outstanding job performance within normal duties. The number of nominations and awards that can be given per year is unlimited, with a cash award for a Silver nomination from \$25 up to \$250 per individual or team and/or a Gold nomination from \$50 up to \$500 per individual or team.

The Sustained Superior Accomplishment Award requires a 24-month evaluation period and nominations are limited within each agency/department. One award per year can be given for every 100 CDPH employees. Awards range from \$25 up to \$250 per individual or team. Funding, certificates or plaques for presentation are the responsibility of the nominating department.

The Sustained Superior Accomplishment Award recognizes sustained superior job performance by an employee resulting in an exceptional contribution to the efficiency of State Government, sustained over a period of not less than 24 months.

Nomination Process

The nomination process will consist of an initial nomination of candidates by managers/supervisors, final nominations of candidates by each Deputy Director, and final approval of the nominations by the Department's Director. The initial nomination is prepared by the candidates' immediate manager/supervisor on a Superior Accomplishment Award Recommendation form ([STD. 278](#)).

Managers and supervisors making nominations are responsible for preparing a concise description of the nominee's accomplishments, summarizing how their performance exceeded job requirements. The recommendation shall include the following substantiating documentation:

- A clear and concise description of the achievement.
- Details that confirm the benefits to the State/Department.
- Data describing the degree the nominee performed beyond normal job requirements and expectations.
- Any other pertinent information, i.e., research done, overtime, dedication to the task, etc.

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The reverse side of the form STD. 278 includes criteria for developing the description. Additional justifying documentation is to be attached to the form STD. 278. The nominations are to be approved by the appropriate Deputy Director before the nominations are presented to the Department's Director for final approval.

CDPH programs will be responsible for processing SAA and SSAA awards for their employees. Templates for use in the creation of the certificate are located on the CDPH intranet at: [Employee Recognition Forms](#).

Selection Committee

None. The supervisor or manager prepares the Superior Accomplishment Gift or Cash Award Recommendation STD Form 278, which is then, submitted for approval to the Deputy Director, and the Director for final approval.

Award and Celebration

Up to each program

Governor's State Employee Medal of Valor

Eligibility

Nominees must be a State of California employee

Overview

The Governor's State Employee Medal of Valor Award is the highest honor the State can bestow upon its employees and is awarded to individuals who have performed an extraordinary act of heroism above and beyond the call of duty to save the life of another person or State property. In many instances, these individuals have risked their own lives to save another. The Special Act and Special Service awards are honorary and consist of a certificate, citation, medal and lapel pin.

Although honorees typically include law enforcement officers, fire fighters, and lifeguards, the award also has been bestowed on state employees who did not work in hazardous positions but found themselves in situations where they risked their life to render assistance to someone in imminent danger.

There are two types of awards.

A Special Act (Gold) is an extraordinary act of heroism by a State employee extending far above and beyond the normal call of duty or service, performed at great risk to his/her own life in an effort to save human life. This act may entitle the employee to a gold medal. Examples: An employee rescues a victim from a burning vehicle or burning house; an employee rescues an attempted suicide victim; an employee rescues a driver from a vehicle submerged in icy waters.

A Special Service (Silver) is an act of heroism by a State employee extending above and beyond the normal call of duty or service performed at personal risk to his/her safety to save human life or State property. This act may entitle the employee to a silver medal. Examples: An employee attempts to stop traffic on an icy road during a snow storm and seeks assistance for the rescue of a victim; an employee rescues a canine police officer which is considered State property.

Qualifications:

An individual who has performed an extraordinary act of heroism above and beyond the call of duty to save the life of another person or State property.

Nomination Process and Key Dates

Employees are nominated by their departments

For submission deadlines and a sample draft citation please see:

<http://www.calhr.ca.gov/state-hr-professionals/Pages/Medal-of-Valor-Nominations.aspx>.

Departments are encouraged to submit nominations prior to the deadline. Departments assemble and approve the nomination and direct it to CalHR for final review.

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The nomination package must include:

[Special Act / Special Service Award Nomination form CalHR-012](#) – Completed with all documentation attached and signed/approved by your department's director/commissioner.

Draft Citation – The citation is a summary of the heroic act and is printed and provided to the award recipient and read at the ceremony. Departments are required to submit a hard copy of the draft citation with the nomination package and an electronic copy must be emailed to the [CalHR Medal of Valor Coordinator](#). The format for the citation is as follows:

- Page set-up: 8 ½ x 11 sheet of paper with 1" margins (top, bottom, left, and right)
- Font: Arial, Size 12
- Spacing: Double spaced
- Length: Maximum 1 and 1/2 pages (sorry, no exceptions)

Selection Committee

CalHR reviews and approves/denies nominations on behalf of the Governor, contacts department directors/commissioners when nominations have been approved/denied.

Award and Celebration

CalHR serves as the lead for all planning and logistics of the awards ceremony. Awards are presented at a ceremony in Sacramento.

Employee Suggestion Program

Eligibility

All active and retired State employees are eligible to participate in the Employee Suggestion Program (ESP).

Overview

The Employee Suggestion Program is a formal system for rewarding employees who submit ideas that reduce or eliminate State expenditures or improve the safety or operation of State government. Since the program began in 1950, thousands of suggestions have been adopted resulting in millions of dollars in savings to the State. Participation in the program is easy and the awards range from \$50 to \$50,000.

Submission Process

1. Complete the [Employee Suggestion Program Form \(Std. 645\)](#)
2. Describe the specific problem and provide a workable solution. Supply as much detail as possible and include examples or attachments to validate your idea. Provide the name of the department or control agency that has the authority to implement your suggestion statewide.
3. Sign and date the form. If your suggestion has more than one suggested, each must sign the form.
4. If your suggestion affects one department, submit the completed form or package to your departmental Merit Award Administrator.
5. If your suggestion affects multiple State departments, list each department and include a copy of your suggestion for each. Do not write "All State Departments". Suggestions listing "All State Departments" will be referred to your employing department for evaluation.

Review Process

If your suggestion affects only your department, submit the completed form or package to your departmental Merit Award Administrator.

The Merit Award Administrator

- Assigns an ID number and reviews your suggestion for completeness.
- Next, the Merit Award Administrator sends you a letter acknowledging receipt of your suggestion.
- Assigns your suggestion to an evaluator familiar with your suggestion's program area.

The Evaluator

- Reviews the suggestion.
- Analyzes the problem and the feasibility of the proposed change.
- Determines if the suggestion will be adopted.
- Determines the appropriate type of award.
- Calculates the cost savings.
- Determines the employee(s) eligibility to receive a cash award.
- Prepares a Suggestion Evaluation Report.

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- Returns the Suggestion Evaluation Report to the Merit Award Administrator.

The Merit Award Administrator notifies the submitter whether their suggestion has been denied or will receive an award.

For more information visit:

<http://www.calhr.ca.gov/state-hr-professionals/Pages/employee-suggestion-program.aspx>

Award and Celebration

Up to each program