



State of New Jersey
 DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
 POST OFFICE BOX 340
 TRENTON, NEW JERSEY 08625-0340

RICHARD J. CODEY
Acting Governor
Commander-in-Chief

☆☆
 GLENN K. RIETH
Major General
The Adjutant General

**DEPARTMENTAL DIRECTIVE
 NUMBER 900.1**

1 November 2005

**NEW JERSEY VETERANS MEMORIAL HOMES
 AWARDS PROGRAM**

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Chapter One

GENERAL

1-1. PURPOSE. This Directive prescribes the policy for the issuance of awards to employees at the New Jersey Veterans Memorial Homes (VMHs), New Jersey Department of Military and Veterans Affairs (NJDMAVA).

1-2. APPLICABILITY. Applies to all permanent employees at the VMHs.

1-3. OBJECTIVE. The Awards Program was created to delineate a uniform program to recognize outstanding performance or contributions on behalf of employees at the VMHs.

1-4. RESPONSIBILITY.

- a. The Director, Division of Veterans Healthcare Services, is responsible for the management of the Awards Program.
- b. The Chief Executive Officers at the VMHs are responsible for the implementation of the Awards Program.
- c. The Chief Executive Officers at the VMHs are responsible for developing the criteria, rating points, and/or nomination forms for their respective VMH. They are also the deciding authority for all awards.
- d. The Health Professions Recruiter budget is responsible for funding Nursing staff awards.
- e. The VMHs budget is responsible for funding Non-Nursing staff awards.

1-5. PROCEDURES.

- a. Awards will be published for the VMH employees by the final approving authority (Chief Executive Officers) who will ensure that the criteria indicated has been met.
- b. The VMH Awards Program does not supercede or circumscribe participation in the DMAVA Awards Certificate and Trophies Program.
- c. An employee cannot nominate him or herself.
- d. Awards will be presented in a suitable VMH ceremony that is annotated on VMH activity calendars.

1-6. ELIGIBILITY. Eligibility for the Awards Program will be within the calendar year of the action or achievement.

1-7. PRESENTATION. Awards will be presented monthly, quarterly, and yearly at the VMHs.

1-8. IMPLEMENTATION. This program will commence 1 January 2006.

Chapter Two

DEFINITIONS

2-1. PERFECT ATTENDANCE. Individual who has successfully completed their working test period, has not called out sick, has not taken leave of absences, and has had no administrative action against them for the period of time indicated by the award.

2-2 NURSING. Registered Nurse, Licensed Practical Nurse, and Certified Nursing Assistant.

2-3 NON-NURSING. All other staff that do not fall into the Nursing category.

2-4 CALENDAR QUARTER. Designated as follows – January to March; April to June; July to September; October to December.

Chapter Three

RECOGNITION/CRITERIA

3-1. PERFECT ATTENDANCE AWARD. This award will be given to all employees with perfect attendance the previous month.

3-2. OUTSTANDING EMPLOYEE OF THE QUARTER AWARD. This award will be given to employees with perfect attendance, who have been recognized by means of referrals, and who have gone above and beyond the normal range of duties. This award will be given to a Registered Nurse, Licensed Practical Nurse, Certified Nursing Assistant, and one (1) Non-Nursing employee.

3-3. BEST TEAM OF THE QUARTER AWARD. This award will be given to one (1) Nursing and one (1) Non-Nursing section that has developed new ideas/efficiencies, have been recognized by means of referrals, have had the most individual awards, have gone above and beyond, and have been recognized with regard to inspection/special notices. Note: This award will include both Nursing and Non-Nursing sections (2 awards). Criteria for this award will not include perfect attendance.

3-4. VMH EMPLOYEE OF THE YEAR AWARD. This award will be given to one (1) individual from each facility from the individual quarterly awardees selected by the facility in a manner determined by the Chief Executive Officer.

Chapter Four

AWARDS

4-1. PERFECT ATTENDANCE AWARD. Certificate signed by the Chief Executive Officer and name prominently posted in all work areas.

4-2. OUTSTANDING EMPLOYEE OF THE QUARTER AWARD. Certificate signed by the Director, Division of Veterans Healthcare Services, names will be published in facility newsletter, and names will be prominently posted in all work areas.

4-3. BEST TEAM OF THE QUARTER AWARD. (Nursing and Non-Nursing). Certificate signed by the Director, Division of Veterans Healthcare Services, Tee Shirt, group photo with names listed below photo, and names listed in facility newsletter.

4-4. VMH EMPLOYEE OF THE YEAR AWARD. One (1) day off, an award to be determined, parking spot for one (1) year, letter signed by the Deputy Commissioner for Veterans Affairs, name submitted to DMAVA Central Office Annual Awards, picture on wall, and facility newsletter/newspaper coverage.

NOTE: Individuals who receive any of the awards listed above will have it reflected in their Performance Assessment Review (PAR) under "Description of Significant Event" or Performance Evaluation System (PES) under "Significant Events."

The proponent of this Directive is the Division of Veterans Healthcare Services. Users are invited to submit comments and suggested improvements directly to NJDMAVA, ATTN: DCVA-DVHS, P.O. Box 340, Trenton, NJ 08625-0340.

OFFICIAL:

GLENN K. RIETH
Major General, NJARNG
The Adjutant General

DAVID S. SNEDEKER
Chief Information Officer
Acting Director, Information and Administrative
Services Division

DISTRIBUTION: A, S: Veterans Memorial Home (10 ea)