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SERVICE AND PERFORMANCE AWARDS PROGRAM

This plan provides an overview of Ames Laboratory's Service and Performance Awards Program.

1.0 APPROVAL RECORD

- Reviewed by: Document Control Coordinator (Amy Tehan)
- Approved by: Manager, Human Resources (Diane Muncrief)
- Approved by: Chief Operations Officer (Mark Murphy)
- Approved by: Manager, ESH&A and Quality Assurance (Sean Whalen)
- Approved by: Associate Director for Sponsored Research Administration (Deb Covey)
- Approved by: Chief Research Officer (Duane Johnson)
- Approved by: Assistant Director for Scientific Planning (Cynthia Jenks)
- Approved by: Legal Counsel (Adwin Hesseltine)
- Approved by: Deputy Director (Tom Lograsso)
- Approved by: Laboratory Director (Adam Schwartz)

The official approval record for this document is maintained in the Training, Documents & Records Management Office, 151 TASF.

2.0 REVISION/REVIEW INFORMATION

The revision description for this document is available from and maintained by the author.

3.0 PURPOSE AND SCOPE

The purpose of the Service and Performance Awards Program is to officially acknowledge and honor Ames Laboratory employees for their service, dedication and contributions to the Ames Laboratory and its mission. This program applies to Ames Laboratory faculty, P&S, and merit employees.

4.0 ROLES AND RESPONSIBILITIES

4.1. Human Resources

The Ames Laboratory Human Resources Office is responsible for service and performance awards and processing other requested awards for the Ames Laboratory with Director approval.

4.2. Director

The Director of the Ames Laboratory approves costs for other service or performance awards, including retirement gifts.

5.0 PREREQUISITE ACTIONS AND REQUIREMENTS

5.1. Employees

Employees must complete 10 years of service for the initial award and will receive awards at each additional five year increment.

5.2. Retirees

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Retirees must complete all intent to retire activities to receive an award.

6.0 PROGRAM/POLICY/PROCEDURE INFORMATION

The Ames Laboratory provides length of service awards to employees who have completed ten years (and every additional five year increment) of service to the Ames Laboratory. Service dates are adjusted to accommodate individuals with breaks in their period of service. Service in a student position does not “count” toward years of service for the purpose of service awards. Service in faculty, P&S, merit and postdoc positions do “count” toward service in calculating years of service for these awards.

Awardees and one guest are invited to attend an annual luncheon sponsored by the Ames Laboratory. Awards are presented by the Director of the Laboratory (or designee) as follows:

- Employees with ten, fifteen, and twenty years of service will receive a lapel pin or substitute item.
- Employees with twenty-five, thirty, thirty-five and forty-five years of service will receive a lapel pin and an engraved wall plaque or appropriate substitute item(s).
- Employees with forty years of service will receive a lapel pin and an engraved desk set (pen holder) with an inscription describing their contributions to the Laboratory or appropriate substitute item(s).
- Employees with forty-five or more years of service will receive an item chosen specifically for them (e.g., engrave golf putter, engraved wall clock, etc.) or appropriate substitute item(s).

Substitute items include appropriate Ames Laboratory logo clothing or selected items from our award vendor/provider which include the Ames Laboratory logo. Substitute items include watches, other jewelry items, luggage, pen sets, clocks, crystal items, bookends, lamps, etc. Items are placed into an appropriate category based on pricing of the item, and the various categories determine the substitution. The Laboratory’s vendor/provider has provided a website for the items and updates the website each year dependent upon changes in costs of items. Category A substitutes for a pin; Category B substitutes for a plaque; Category C substitutes for a pin and plaque combination; and Category D is open to those with 40 or more years of service.

6.1 Employee Retirement Award

Ames Laboratory employees retiring with 30 or more years of Ames Laboratory service will be eligible for an employee retirement award in the form of a tangible item not to exceed \$100. Gift certificates/cards, cash or cash-like items will not be given as awards. Funds for employee retirement awards will be provided by a discretionary fund from the Director’s Office.

7.0 POST PERFORMANCE ACTIVITY

Costs for awards are allowable costs under the category of employee relations. Allowable costs for the Service and Performance Awards Program include the cost of the award items plus any engraving costs. Costs for other service or performance awards must receive prior approval from the Ames Laboratory Director. Funds for the meals and centerpieces for the annual award luncheon will be provided by a discretionary fund from the Director’s Office.