

FDA STAFF MANUAL GUIDES, VOLUME III - GENERAL ADMINISTRATION

PERSONNEL

INCENTIVE AWARDS

RECOGNITION OF SUMMER EMPLOYEES

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Attachment A - Certificate of Appreciation

1. POLICY

It is the policy of the Food and Drug Administration to confer recognition on deserving summer employees as well as all other deserving employees.

2. REFERENCES

- A. Federal Personnel Manual Chapter 451, Incentive Awards
- B. HHS Personnel Instruction 451-1, Incentive Awards
- C. Staff Manual Guide FDA 3113.8, Cash Awards for Sustained Superior Performance and Special Acts or Services

3. APPROPRIATE TYPES OF RECOGNITION

Three kinds of recognition are considered appropriate for summer employees. They are:

- A. Official Letters of Commendation. These may be signed by any supervisor. A copy of the letter should be forwarded to the employee's servicing personnel office for inclusion in the employee's Official Personnel Folder.
- B. Certificate of Appreciation (Form FDA 3190). This may be signed by any supervisor and may be given in conjunction with other recognition or by itself.

C. Cash Awards. Cash awards will normally be made in the category of a special act or service, rather than sustained superior performance. Although provision is made by Department regulations for summer employees to receive sustained superior performance cash awards, most employees in this category will not meet the basic criteria for such an award, i.e., a performance appraisal of Outstanding. In providing cash recognition to a summer employee, consideration should be given to such performance factors as the individual's willingness to assume responsibility, special efforts put forth by the employee, and the quality and quantity of the work the employee has accomplished. Staff Manual Guide 3113.8 gives the procedures for preparing and processing a cash award. In determining the amount of a cash award for a summer employee, consideration should be given to the limited length of employment and in most cases will be less than the amounts shown on the scales in SMG 3113.8. The same degree of selectiveness should be applied in conferring recognition for summer employees as is applied for all other employees.

4. PRESENTATION OF RECOGNITION

It is desirable to hold an informal presentation at the worksite to commend the recipients who earn this special recognition.