



TITLE	POLICY NUMBER	
DCS Spirit Committee and Employee Recognition Program	DCS 01-03	
RESPONSIBLE AREA	EFFECTIVE DATE	REVISION
Office of the Director	February 12, 2020	2

I. POLICY STATEMENT

The Department of Child Safety (DCS) acknowledges the diligent work performed by its dedicated employees in service to abused and neglected children. The DCS Spirit Committee and Employee Recognition Program are established to promote an engaged and inspired workforce culture by recognizing and celebrating accomplishments, planning events, and promoting other activities that boost employee morale.

The Employee Recognition Program acknowledges and encourages superior public service. By demonstrating appreciation to recognized employees, the program illustrates the desirable behavior expected from all employees. The DCS Spirit Committee and Employee Recognition Program assist the Department in fulfilling its strategic plan by improving employee engagement and retention.

II. APPLICABILITY

This policy applies to the structure and functioning of the DCS Spirit Committee and Employee Recognition Program.

III. AUTHORITY

[A.R.S. § 8-453](#)

Powers and duties

[A.R.S. § 35-149](#)

Disposition of private monies; contributions and suspense funds; exception

[A.R.S. § 41-709](#)

Gifts and donations for
employee recognition

[DCS 03-02](#)

DCS Donations Policy

[Topic 55, Section 57 Employee Recognition Activities](#)

State of Arizona Accounting
Manual

IV. DEFINITIONS

Department or DCS: The Arizona Department of Child Safety.

Director: The Director of the Arizona Department of Child Safety.

Valid public purpose: A standard that applies to donations to ensure they support the Department's mission and are consistent with the Department's enabling statutes, and are not intended for private or personal benefit of private individuals, corporations, or associations.

V. POLICY

A. DCS Spirit Committee Governance

1. The committee shall have 15 members, three of whom are non-voting *ex officio* members. The committee shall meet monthly.
2. Five of the committee members are designated as Sponsors, all of whom serve two-year terms:
 - a. a Chair (*ex officio*) whose duties include leading the committee and facilitating committee meetings;
 - b. a Vice Chair (*ex officio*) whose duties include leading committee meetings when the Chair is not present;
 - c. a Treasurer whose duties include maintaining the committee's budget and providing a report summarizing the committee's overall budget;
 - d. a Secretary whose duties include developing meeting agendas, taking meeting minutes, and monitoring the DCS Spirit Committee

email inbox to bring the questions, comments, and concerns to the attention of the full committee. If unable to attend a meeting, the Secretary shall appoint another committee member to take notes;

- e. an Advisor (ex officio) whose duties include advising and facilitating the activities and communications of the committee.
3. Ten of the committee members are designated as Engagement Champions, all of whom serve one-year terms. They shall attend monthly committee meetings and maintain an up-to-date list of a Social/Morale Committee in their respective regions or offices. Engagement Champions are comprised of representatives from the following regions/offices:
 - a. Maricopa East Region;
 - b. Maricopa West Region;
 - c. Northeast Region;
 - d. Northwest Region;
 - e. South Region;
 - f. Hotline;
 - g. Office of Quality;
 - h. Welcome Center; and
 - i. Central Office (2 members who represent the units located in Central Office such as OCWI, IT, DCS CHP, etc.).
 4. Voting is required for decisions that involve finances, event planning, amendments to this policy, and other issues determined by the committee. Seven of the 12 voting members must be present to constitute a quorum.
 - a. The 12 voting members of the committee are:
 - i. five regional (Maricopa East, Maricopa West, Northeast, Northwest, and South) members;
 - ii. two Central Office members;
 - iii. Secretary;

- iv. Treasurer;
- v. Hotline representative;
- vi. Office of Quality representative; and
- vii. Welcome Center representative.

- 5. Meeting minutes shall be emailed to committee members. All comments and concerns about the minutes must be submitted prior to the next meeting.
- 6. If a committee member leaves the Department, the Program Administrator or equivalent shall appoint a new member within 30 days.

B. DCS Spirit Committee Goals

The committee's goals are to:

- 1. lead and promote employee engagement campaigns;
- 2. develop and share employee engagement and recognition best practices;
- 3. increase Employee Engagement Survey participation as well as positive responses to survey questions;
- 4. identify Department-wide employee engagement initiatives;
- 5. communicate and brand *DCS Spirit* with employees;
- 6. increase a sense of community within the Department as well as improve the Department's image within the community;
- 7. promote community service and stewardship within the Department;
- 8. solicit community donations to be used for *DCS Spirit* employee recognition initiatives;
- 9. raise and manage funds for the DCS Spirit mission statement;
- 10. lead the Department's efforts for the annual State Employee Charitable Campaign; and
- 11. improve employee sense of appreciation within the Department and

increase retention.

C. DCS Spirit Committee Performance Measures

The committee's performance shall be measured by the following:

1. participation at employee events;
2. improved participation in the Employee Engagement Survey and improved overall satisfaction results; and
3. staying within the established committee budget.

D. Employee Recognition Program

Award types include length of service, noteworthy performance, public service, professional achievement, and retirement. Awards may take many forms, including thank you notes, pins, plaques, certificates, use of a reserved parking space, and public recognition via newsletter, bulletin board, or meeting/gathering.

E. Employee Recognition Funds

This policy specifically addresses funds allocated for the Employee Recognition Program and does not apply to incentives, stipends, leave, other awards for meritorious service granted in connection with other compensation strategies. All State statutes, rules, and policies governing the expenditure of monies for employee recognition shall be followed. Expenditures related to employee recognition, like all disbursements of public monies, must always be in the best interest of the State. All donations to the Employee Recognition Fund shall comply with the DCS Donations policy ([DCS 03-02](#)).

VI. PROCEDURES

A. The DCS Spirit Committee shall:

1. send a monthly newsletter to all DCS employees describing the Committee's activities and initiatives;
2. oversee feedback from DCS employees who submit ideas to SpiritCommittee@azdcs.gov;
3. monitor submissions for "High Fives", nominations by one employee to

formally recognize the contributions of other employees;

4. maintain a log of donations received and send a Charitable Contribution Letter to any individual or entity that makes a contribution to DCS in support of a valid public purpose.

B. Raising Funds for Employee Recognition Program

1. Any donations to the Employee Recognition Fund must comply with the DCS Donations policy ([DCS 03-02](#)). Donations may be accepted by the Spirit Committee Treasurer from any source. The Treasurer shall ensure that:
 - a. any restrictions associated with the donation are not so burdensome as to outweigh the benefit of the donation;
 - b. donations accepted avoid conflicts of interest or the appearance thereof;
 - c. State resources (e.g., supplies, equipment, compensated time of State employees, etc.) used to solicit donations are used judiciously, and that the benefit to the State derived from such use outweighs the cost; and
 - d. gambling-type endeavors such as raffles are not used to raise employee recognition funds.
2. To raise employee recognition funds, the DCS Spirit Committee may:
 - a. sponsor auctions where the outcome is determined by a participant's bid rather than by chance;
 - b. hold contests or competitions where the outcome is determined by a participant's skill rather than by chance;
 - c. solicit items for resale and sell them at a profit, with proceeds going to the employee recognition fund;
 - d. purchase items for resale and sell them at a profit with the proceeds, minus the costs, going to the employee recognition fund;
 - e. collaborate with merchants in selling their goods or services for a commission, fee, or percentage of the sales, provided that such

endeavors do not otherwise contravene any law or rule or violate public policy; and/or

- f. engage in other fundraising activities the results of which are not determined by chance, are not in contravention of any Federal, State or local law, rule or policy, and which do not bring disrepute upon the State of Arizona, its officers or employees.

C. Spending Funds on Employee Recognition Activities

- 1. Employee recognition awards may only be given in recognition of achievement, performance, longevity, or retirement.
 - a. Employee recognition awards are not to be distributed indiscriminately or by lottery or chance, lest a poor-performing employee be recognized undeservedly.
 - b. Employee recognition awards may be distributed by lottery, however, when *all* potential winners have demonstrated superior work performance.
 - c. Awards may be of cash, cash equivalents (e.g. gift cards, gift certificates, U.S. Savings Bonds, etc.), merchandise, or service. The Spirit Committee shall consider the economic reasonability of any award made to an employee. Awards of cash, cash equivalents or articles readily convertible to cash are taxable income as are other awards that have a value that meets or exceeds the State established *de minimis* fifty dollars (\$50).
 - i. Articles that are readily convertible to cash include items that can be easily pawned (such as jewelry that neither bears an agency or State logotype nor is personalized with the employee's name) or readily sold (such as transferable tickets for entertainment, sporting events, lodging or travel).
 - ii. To reduce the likelihood of selling or pawning an award, the award of a physical good, to the extent possible and to the degree consistent with the nature of the award, should be identified with the DCS logotype and be personalized with the name of the employee receiving the award.

- d. If employees receive awards predicated on their length of service, the DCS Spirit Committee shall ensure that the awards do not exceed the guidelines established in the “Employee Recognition Award Limits by Years of Service” table embedded in the State of Arizona Accounting Manual, [Topic 55 \(Payroll and Personnel\)](#), [Section 57 \(Employee Recognition Activities\)](#).
 - i. Other awards shall not be disproportionate to amounts listed in the aforementioned table;
 - ii. “On the Spot” awards shall be limited to \$25.
2. Special Considerations for Employee Recognition Activities
- a. Appropriated or non-appropriated funds shall not be used to pay for food and beverages, however refreshments such as snacks, desserts, soft drinks, coffee, and similar inexpensive comestibles, as well as paper and plastic utensils, plates, napkins, etc. shall be considered valid public purpose expenditures.
 - i. The cost of meals and refreshments served at an employee recognition event must not collectively exceed the amount allowable for a lunch reimbursement appropriate to the location and the number of reasonably anticipated participants.
 - ii. No alcoholic beverages or other intoxicants may be purchased using State monies, nor served at employee recognition or other State-sponsored event.
 - b. For events in which State employees are encouraged to participate, such as bake sales, silent auctions, etc., a notice shall be posted that all proceeds will be used for employee recognition purposes.
 - c. If items for an employee recognition event are to be purchased by an employee using his or her own money, that individual will only be reimbursed for actual expenditures and all profits will be ceded to the employee recognition fund.

VII. FORMS INDEX

[Charitable Contribution Letter](#)

[DCS-1077A Donation Form](#)