

National Weather Service (NWS)

Peer Awards

The National Labor Council (NLC) recognizes the need to increase transparency and fairness in the awards process.

In support of this, Local Office Teams (LOT) are directed to develop and implement Peer Recognition sub-teams as per Article 8, Section 2C2 of the NWS/NWSEO Collective Bargaining Agreement.

Each Peer Recognition sub-team will be notified when the office awards budget is available and how much money is being budgeted for Peer awards. The Peer Recognition sub-team, at their discretion, will be allowed as much as 50 percent of the local office awards budget in Peer Recognition Awards. In addition to the awards allocation, time off awards can be granted. Nothing in this agreement prohibits a local manager from allowing more than 50 percent of the local awards budget to Peer Recognition Awards. Any Peer Award money unspent within 45 days of the ending of the fiscal year will be spent by the local supervisor on awards as s/he sees fit.

Nomination Process

Any staff member, supervisor, or member of management acting on their behalf, can submit nominations of deserving individuals/qualified individuals. ***Nominations will be solicited and encouraged from all Local Office personnel and will normally be submitted by the 15th of the month. In the spirit of collaboration, nominations outside the local office will also be encouraged.***

Nominations for all awards must be one page or less with at least 12 point font. Although the nomination is free format, employee's name(s), current position(s), grade(s), office location, nominee's supervisor's name, phone number, and the date should be listed at the top of the page. The nomination should be written such that it is suitable for publication on the Offices/Regions web page, as well as an entry in the NWS Insider Newsletter, with minimal editing.

Nomination Criteria

The awards are meant to recognize dedication, quality, and outstanding achievement as evidenced by:

Dedication (one or more of the following):

- Service above self,
- Persistence/commitment through obstacles or hardship,
- Personal initiative and effort to achieve a goal.

Quality of work (one or more of the following):

- Professional excellence - exceeded expectations by going beyond the normal expected course of work to accomplish a goal,
- Demonstrated resourcefulness working around obstacles and roadblocks or finding new resources to accomplish a goal,
- Demonstrating innovation and creativity to achieve a goal through a new means or avenue.

Type of Outstanding Achievement (one or more of the following):

- Developed a new program or procedure that improves office efficiency or performance. May be operational, administrative, or electronics/facility,
- Researched and/or presented new science into operations improving forecast and warning operations or services,
- Improved service or service delivery through work with customers to better understand their need,
- Demonstrated exceptional forecast or warning service given a difficult or complex situation,
- Provided exceptional support to another office or found a solution to a unique problem helping maintain NWS mission and operations,
- Unique and innovative outreach work advancing WeatherReady Nation (WRN),
- Demonstration of excellence or new standard in providing risk communication to customers and Impact Decision Support Services (IDSS),
- Unique or significant contributions toward outreach supporting diversity, minority institutions, or STEM (Science, Technology, Engineering, and Math),
- Demonstrating leadership within an office that supports improvement or implementation of a significant change, cultural shift, improved office communication, morale, teamwork, or operational performance.

Period of Eligibility

Activities nominated for recognition must be performed within the month previous to submission.

Selection and Peer Award Process:

The sub-team shall consist of up to three (3) bargaining unit members and three (3) management representatives. The steward will select the bargaining unit members per Article 8, Section 2 C 2 which may include picking bargaining unit members off station if necessary. The sub-team would meet on a monthly basis. If no nominations are received that month, the sub-team does not have to meet. If a sub-team member is nominated for an award, the member must recuse themselves from the process and the steward will select another bargaining unit member to serve as an alternate.

The sub-team would have co-chairs (1 from NWSEO and 1 from management). Decisions will be based solely upon the justification write up. Every person in the office has equal opportunity to provide input for the Peer awards (nominations). The sub-team co-chairs should meet with the office budget person regularly to ensure available funding for the awards. All decisions (who gets the award and the amount to be awarded) are made by consensus of the sub-team members. If an agreement cannot be reached

by consensus then decisions (who gets the award and the amount to be awarded) will be decided by the LOT. At the discretion of the sub-team, a local monetary or time off award may be granted. All decisions must be in accordance with all OPM, DOC, NOAA and NWS directives.


Administrative Responsibility

The Peer Review Team members shall serve in this capacity until changed by the Local Office Team (LOT). The team will share any issues, and as a team determines, make suggestions for process updates or adjustments to the Local Office Team. The Peer review team will take notes (a note taker not on the team is encouraged), these notes shall be made available to all members of the staff (or the NLC upon request) as soon as possible after the team's meeting. The Local Office Team can make changes to the Peer Review Team process but those changes must be reported to the National Labor Council. After one year from the date of signing this MOU, the National Labor Council will review the process and make changes if needed. The Peer awards program will remain in effect at the discretion of the National Labor Council. The administrative duties, which may be delegated to others on the team, or other office personnel as appropriate will consist of:

- Sending out monthly notices, typically on the 1st of the month soliciting nominations,
- Ensuring that a fair and timely selection is made,
- Providing the appropriate management official with the employee name(s) and a one-sentence citation for the certificate. The management official will prepare certificate(s) of recognition for Director's signature,
- Using the nomination write-up to prepare articles for the NWS Insider,
- Ensuring there is no discrimination based on race, color, creed, sex, national origin, age, disability, sexual orientation, sexual identity, political affiliation, religion or marital status.


Daniel Sobien
NWSEO President

9/15/16
Date


David Murray
NWS Management Representative

9/15/16
Date