

WYOMING DEPARTMENT OF AGRICULTURE
INTERNAL POLICIES

ADMINISTRATIVE PROCEDURES
AWARDS/HONORARIA

March 2009

Section 1. Service Awards for Employees:

Administrative Services Division will arrange for employees to be honored for their years of service to the State. The following guidelines apply to these awards:

1. Certificates and pins are awarded in five year increments starting with the 5th year of service.
2. Wooden plaques are awarded at 25 years and for each increment of 5 additional years.
3. Crystal bowls may be awarded at retirement at the discretion of the Department.
4. Pins and certificates are provided by A&I at no cost; plaques and bowls are purchased through A&I's approved awards program.

Section 2. Awards for Producers or Clientele:

The Wyoming Department of Agriculture may recognize producers or clientele with awards. Divisions will create and maintain criteria for such awards within their individual missions or goals. The following guidelines apply:

1. With prior approval of fiscal or division manager, appropriate awards of a nominal cost (nominal value is \$50) may be purchased with state funds.
2. Award ceremonies may be conducted in a reception format. Honorees will cover their own expenses for attendance at such ceremonies.
3. State employees, including University of Wyoming personnel, cannot receive awards purchased with state funds.
4. Affiliated boards and commissions may give awards of a nominal cost (\$50).
5. State Fair awards and premiums are governed by State Fair policies and procedures, not by this policy.

Section 3. Honoraria received by employees

Department employees may be asked to present papers at conferences or to give presentations to groups in or out of state. The following guidelines apply:

1. If an employee is representing the Department (i.e., receiving per diem from the Department) or receiving an award related to employment, any honoraria above nominal value (\$50) must be applied back to travel expenses for that employee or to that employee's division budget. If the award is given in the form of a gift, that gift valued over \$50 becomes property of the Department and should be housed at the Department. If an award cannot be applied back to the division budget or used by the Department, the award should be respectfully declined.
2. If an employee is on personal time when given an honorarium and not receiving per diem for travel at the time of the award, the employee may retain it.