

APPENDIX 6

EDWIN L. SWAIN AWARD GUIDELINES

PURPOSE

The purpose of the Award Program is to recognize and encourage innovation and high standards in Human Resources Management (HRM). The program provides an opportunity for individuals to receive deserved recognition and support from their peers. In addition, it provides a means to share with others the best HRM ideas. Both the ideas and the recognition should serve to enhance the image of human resource practitioners as competent and forward-looking professionals.

NOMINATIONS

Nominations are open to any category of HRM activities including but not limited to the following:

Notable Contributions or Distinguished HRM Career or

Programs or Projects such as:

Staffing

Classification/Compensation

Benefits/Safety/Risk Management

Training/Career Development

Communications/Employee Relations/Labor Relations

Innovative, Experimental or Pilot Programs

Each category is defined as follows:

Notable Contribution or Distinguished HRM Careers

This category is open to nominations for individuals who have distinguished themselves through their career in HRM.

Programs or Projects such as:

Staffing – Programs or projects that address staffing activities including the areas of recruitment, testing, selection, placement, promotion, transfer, outplacement, job/organization restructuring, legal considerations such as EEO/AA plans and or minority outreach.

Classification/Compensation – Programs or projects that address classification activities including task analyses, classification specifications, factor development and job descriptions which maintain equity, rank positions and serve to retain or attract qualified workers; and any compensation activities including design of pay systems, job evaluation systems, external market surveys, pay for performance,

performance appraisal, and performance-based awards programs, which measure and/or improve efficiency and productivity.

Benefit/Safety/Risk Management – Programs or projects that address employee benefits, including insurance, leave programs, retirement, deferred and pre-tax programs, wellness, external surveys, employee assistance programs, which maintain comparability in a competitive market; and any program or project that addresses the safety of workers, including workers compensation, driver safety, safety incentive awards, OSHA-related training, safety reports, materials such as manuals, and E.A.P.'s, which effectively reduces costs, number or severity of accidents and injuries and increase employee safety consciousness; and any risk management program or project that addresses the organization's exposure to thefts, and suits for failure to provide for the public safety, health or welfare.

Training/Career Development – Programs or projects that address training activities, including needs analysis, program design, objectives and delivery, and evaluation. This category includes programs or projects that address career development activities including career planning, career ladders, succession planning, depth or job rotation programs, and mentoring, which balances the organization's and employee's needs, facilitates learning, and improves employee knowledge and performance relative to current or planned work roles.

Communication/Employee Relations – Programs or projects that address communication with employees including handbooks, manuals, audiovisuals, newsletters, benefit statements, employee discussion group which improve relations between employees and the organization and promotes the employee's awareness of the employer's policies and procedures; and programs or projects that address employee relations activities including suggestion programs, grievance procedures, incentives/recognition awards, quality circles, employee attitude surveys which enhance the level of understanding and goodwill between and among members of the organization.

Innovative, Experimental or Pilot Programs – Programs or projects which do not fall under the categories listed that are futuristic, experimental, innovative, performed in a sample or trial group as a pilot program.

SPECIFIC SELECTION GUIDELINES

In order to be considered for the award, the following guidelines must be followed:

1. Entries are limited to individuals who actively practice Human Resource Management encompassed by the geographic boundaries of the Southern Region.
2. One nomination per chapter or individual member of IPMA Southern Region.
3. All entries become the property of IPMA Southern Region.

4. The solicitation of nominees will occur in February. Nominations should be sent to the Chairperson of the Edwin L. Swain Awards Committee. Nominations will be accepted if received or post marked at least 45 days prior to the Annual conference.
5. Individual or chapters will submit or resubmit a name for nomination each year. Nominees from prior years **will not** remain in the candidate pool unless resubmitted.

PREPARATION OF ENTRIES

The entry should be descriptive and include statements that discuss the individual and his/her accomplishments and, if a project, the objectives, and when and how it was organized, how it was financed, what staff was required, and if it is a continuing program. How is it working, the results, tangible and otherwise. Give statistics when possible.

Attachments such as local news articles about the project, brochures, etc... can help illustrate and provide understanding of your written description.

Each entry should be bound securely so that no part of it will get lost.

JUDGING

The Committee Chair will receive all entries, log them, and submit them for committee review and decision. The committee's decision will be final.

The Awards Committee is chaired by the immediate Past President of the Southern Region of IPMA, assisted by two other members of IPMA Southern Region. All nominees will receive a letter from the awards chairperson advising them of the individual selected and commending them on their individual accomplishments.