

## Best Practice Standards Awards (Approved by Board of Directors 8/25/2020)

### *Award Purpose*

The RPI Best Practice Standards® Awards honor organizations who implement the RPI Best Practice Standards®, which are based on knowledge gained from academic literature, professional conferences, and shared experiences in developing successful recognition programs. Standards are designed to be useful for the creation and evaluation of recognition programs in the public and private sectors, large and small organizations, and organizations with single or multiple locations or functions.

### **There are seven RPI Best Practice Standards®:**

**Standard 1:** Recognition Strategy

**Standard 2:** Management Responsibility

**Standard 3:** Recognition Program Measurement

**Standard 4:** Communication Plan

**Standard 5:** Recognition Training

**Standard 6:** Recognition Events and Celebrations

**Standard 7:** Program Change and Flexibility

Organizations can submit for all 7 RPI Best Practice Standards® Awards or select specific standards for their selected standards.

- Organizations that excel in a specific standard(s) will receive a digital badge and award, which includes the standard(s) name and year awarded.
- The “Overall Excellence in the 7 RPI Best Practice Standards®” Award is received when an organization achieves excellence in all 7 RPI Best Practice Standards® in one year. Recipient(s) receive a digital badge and award, which includes the year awarded. An organization can resubmit each year in order to have the current year on their achievement icon and/or to strive for the “Overall Excellence in the 7 RPI Best Practice Standards®” in a single year.
- When all 7 RPI Best Practice Standards® are achieved over multiple years, the organization receives recognition with the “Achievement of the 7 RPI Best Practice Standards®.” Organizations have three years to achieve this accomplishment.

### *Award Criteria*

Although strongly encouraged, it is not required to be a member of RPI to submit an application for the 7 RPI Best Practice Standards®. Recipients of this award are recognized for outstanding implementation of 7 RPI Best Practice Standards®. In completing the nomination application, the nominator will pay the application fee and should address their commitment citing examples of as many of the following criteria as possible.

- Apply to have your program recognized in two ways: Select and submit one standard and be eligible to win a RPI Best Practice Standard® Award for the particular standard or submit all seven standards and be eligible to win the “Overall Excellence in the 7 RPI Best Practice Standards®” Award.

- Pay the application fee: \$50 per Standard for members/\$75 per standard for non members. Save and submit all seven standards for the price of six: \$300 for members/\$450 for nonmembers. (Application fees are subject to change by Board vote.)
- Organizations can nominate themselves.
- Award submissions must meet the criteria for nomination to be considered.
- Only award submission received by the office and on the application form will be considered.
- The nominee has repeatedly demonstrated:
  - **Standard 1 Recognition Strategy:** a written recognition strategy that articulates the philosophy and objectives for all recognition practices, including day-to-day, informal, and formal recognition programs.
  - **Standard 2 Management Responsibility:** Senior leaders and management actively endorse and are held accountable for planning, supporting, reviewing and actively participating in the recognition programs.
  - **Standard 3 Recognition Program Measurement:** The organization evaluates the effectiveness of its formal and informal programs using measures that are statistically reliable and valid and substantive in nature.
  - **Standard 4 Communication Plan:** The organization establishes and maintains a strategic communication plan that communicates all aspects of the recognition strategy, including program objectives, recognition processes, events, celebrations, tools, and a contact person for program information.
  - **Standard 5 Recognition Training:** Training is essential in creating a culture of appreciation; all employees, especially managers and executives, need to understand the importance of meaningful recognition and how to give it.
  - **Standard 6 Recognition Events and Celebrations:** The organization demonstrates how celebrations and award ceremonies are effectively used to recognize its employees.
  - **Standard 7 Program Change and Flexibility:** The organization encourages flexibility in its recognition program. As changes arise, the organization demonstrates its ability to adjust to changing goals and objectives and the diverse recognition needs of its employees through feedback and employee survey programs.
- By submitting an award nomination, nominee is indicating/agreeing to the following:
  - To be available for an upcoming webinar or interview video;
  - To participate in the Annual RPI Conference and be a part of a Best Practice panel session if schedule and budget permits;
  - To agree to release material content for use in RPI educational courses, case studies, and Best Practice promotion.

### *Award Description*

This award is presented every year when a worthy recipient is identified at the Annual Conference or virtually if no conference is held. One recipient from each organization who receives the “Overall Excellence in the 7 RPI Best Practice Standards®” Award will be provided a complimentary admission to the entire conference. They are responsible for their own travel expenses.

### *Judge's Criteria*

- The Awards team will assemble the judges for the panel and will provide a meeting to review the scoring process.
- The judging panel should be made up of at least five judges, including the chair of the Awards Committee.
- Judges must recuse themselves in the event of a possible conflict of interest.
- Judges will review the award submissions based on the system that has been made and those meeting the threshold of the standards will receive an award.