

IMPACT ARGONNE AWARD

Administration Guidelines

TOM PADILLA, HUMAN RESOURCES MANAGER
PHOTON SCIENCES DIRECTORATE



IMPACT ARGONNE AWARD ADMINISTRATION GUIDELINES

Prompt recognition of notable achievements in one of the following areas while modeling Argonne Core Values:

- **Innovation:** The initial development of a new concept, instrument or process
- **Discovery:** The first sighting of new knowledge which appears to lead the way to the finding of more knowledge
- **Extraordinary Effort:** Meeting or exceeding difficult deadlines and/or demands
- **Program Development:** Initiation of processes that will lead to the development of new research or engineering capabilities within the laboratory
- **Enhancement of Argonne and/or Professional Reputation:** Achievement of recognition for the Laboratory through outstanding services, contributions and leadership in professional societies, meetings, publications
- **Safety and Security Results:** Initiation of a recommendation or action that results in significantly proved proactive safety and/or security practices and culture
- **Diversity and Inclusion Results:** Commendable diversity and inclusion achievement that supports an Inclusive workplace by creating a safe, positive and encouraging environment where employees can Express their inherent differences
- **Significant Cost Reduction:** Suggestions that result in significant cost reductions for any element of Laboratory service or research

AWARD CONSIDERATION AND AWARD SIZE DETERMINATION

HRMs will facilitate the award consideration and award size determination for each Impact Argonne award with the Division Directors and Directorate Leaders to ensure effective impact-based calibration across the Directorate.

There is now a minimum award size of \$250 per awardee to ensure that the monetary component for every Impact Argonne Award provides a meaningful monetary award.

Minimum Award Size <i>(per awardee)</i>	Maximum Award Size <i>(per awardee)</i>
\$250	\$5,000

- Non-paid workers receiving awards are not eligible to receive a monetary award; however, they will receive a plaque and public recognition for the achievement
- In exceptional circumstances, awards larger than \$5,000 may be awarded with concurrence of the Laboratory Director.
- Individual Impact Argonne awards may not exceed 10% of the awardee's base salary.

AWARD SIZE DETERMINATION

The size of each award should closely correlate with **the impact of the achievement**. The HRM will work with Directorate leadership to recommend the award size. The Award Size Determination Tool provides a mechanism for each achievement to be reviewed based on six impact dimensions to determine the appropriate size of the award. Ultimately, the award size will be at the judgement and discretion of the Directorate Leader. Budget constraints may also play a role in award size.

Award Size Determination Tool					
Impact Dimensions	Size of Award				
	Smaller Award		Larger Award		
Scope of Impact	Team	Group	Division	Directorate	Laboratory and Beyond
Magnitude of Impact	Single Event		Program(s)		Shaping New Initiative
Value/Sustainability Impact	Short-term			Long-term	
Impact Orientation	Effort-oriented			Results/Impact Oriented	
Strategy Alignment	Team	Group	Division	Directorate	Laboratory and Beyond
Financial Impact	No Financial Impact			Significant Financial Impact	

IMPACT DIMENSION DEFINITIONS

Scope of Impact: Breadth of impact across the laboratory

Magnitude of impact: Size and extent of impact in depth and intensity

Value/Sustainability Impact: Level of sustainability and/or duration of value

Impact Orientation: Effort vs. Results focus

Strategy Alignment Impact: Impact related to strategic priorities

Financial Impact: Level of impact on funding and/or expense containment/reduction

Award Approvals

Individual Recipient Award Size	Required Approval
\$250 - \$5,000	Directorate Leader approval with appropriate impact-based calibration
>\$5,000	Awarded only under exceptional circumstances by the Directorate Leader with Laboratory Director concurrence

TEAM AWARDS AWARD SIZE DETERMINATION

- Differentiation in individual award sizes for team awards is important for effectively recognizing team members. The **relative level of individual impact** of each team member should be considered in determining award sizes for nominations for team achievements. Team members with a larger individual impact and/or larger level of involvement in the achievement should receive larger awards than those with a smaller individual impact and/or smaller level of involvement.
- We recommend that award sizes for team members be determined based on flat dollar amounts for varying levels of impact/involvement vs. using a percentage of base salaries, which could negatively impact team members with lower base salaries.
- It is recommended that award sizes be determined based on relative level of impact, unless level of impact and involvement cannot be effectively assessed. In such cases, it may be determined that a flat dollar amount award be given to all team members.
- For all team awards, the list of nominees should be carefully reviewed to ensure that all team members are reviewed and considered for the award, so that no team members are unintentionally excluded.