The MSPE Professional Engineers in Government Professional Development Awards is presented to the nominated engineering agency that has made outstanding contributions to the advancement and improvement of the engineering profession through its employment policies and practices. The purpose of the award is to recognize those agencies with the best engineering employment practices, and to encourage all agencies to adopt progressive policies and practices.

Award: The award consists of a plaque mounted on wooden shields and engraved with the type/category of the award and the name of the winning company.

Qualifications/Method of Selection: For purposes of this competition, a “government” employer is a for-profit agency or branch office of an agency, the primary function of which is to provide engineering design or consulting services for infrastructure, facilities, or processes to clients in accordance with applicable state law. Excluded would be agencies that provide both design and construction services, wholly owned sub-organizations supplying design services to a single parent organization, and research and development organizations.

The following factors and rules should be considered in the completion of this form:

- Nominations for the award must be originated by local chapters or practice divisions of an MSPE-affiliated state society.
- A MSPE chapter may submit only one nomination for the MSPE Government Professional Development Award.
- If the nominated agency has facilities in more than one location, the nomination may be submitted by any chapter in whose area the agency has such facilities involving engineering.
- The size of the agencies engineering staff will not be considered by the Awards Committee in its selection.
- All nominations must be submitted on the official form or a facsimile thereof. Incomplete forms may lead to disqualification or low rating of nominees. Applications submitted should contain precise and accurate data.
- All attachments must be on 8-1/2” by 11” sheets and must be clearly referenced to the application form.

The committee also reserves the right not to select a recipient in a given year if, in its opinion, none of the nominations is of sufficient stature or quality to justify a state award.

In ranking nominations, although not necessarily selecting the final winner, numerical points are considered. Nominations will be evaluated on the point system below. These points were established in accordance with the Guidelines to Professional Employment for Engineers and Scientist.

The criteria are evaluated as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering Personnel/Licensure Information</td>
<td>20</td>
</tr>
<tr>
<td>Recruitment</td>
<td>10</td>
</tr>
<tr>
<td>Employment</td>
<td>25</td>
</tr>
<tr>
<td>Professional Development</td>
<td>30</td>
</tr>
<tr>
<td>Special Employment Practices</td>
<td>15</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
</tr>
</tbody>
</table>
**Presentation:** The award is presented at the MSPE Annual Convention. A representative of the winning firm will be invited to receive the award at the MSPE Annual Convention. MSPE will send press releases about the winner to local media and trade publications.

**Nomination Format:** Must be submitted on the prescribed form.

**Deadline:** The original nomination form and all attachments must be submitted, no later than March 31 to the address listed below.

Email Award Nomination Material To: info@mspe.org
PEG Professional Development Award Form

Please type (Section I must be completed by an MSPE representative or state chapter.)

I. MSPE State Representative and/or Local Chapter Information

State Representative/Local Chapter: ____________________________________________

Representative: __________________________________________________________

Title: _______________________________________________________________

Address: ______________________________________________________________

City: _________________________________________________________________

State: ___________________________

Zip: __________________________

Phone: ___________________________

Fax: ___________________________

Signature: ___________________________

Date: __________________________

II. Agency Information (Section II through VII must be completed by a agency representative.)

Agency: ______________________________________________________________

Name: ______________________________________________________________

Title: ______________________________________________________________

Address: ______________________________________________________________

City: ______________________________________________________________

State: ___________________________

Zip: __________________________

Phone: ___________________________

Fax: ___________________________

Signature: ___________________________

Date: __________________________

President of agency (indicate if a P.E.): ____________________________
Name of employee responsible for engineering: ________________________________

Title (indicate if a P.E.): ________________________________________________

Phone: ________________________________

Fax: ________________________________

1. For the purpose of publicity, please give the name(s) and address(es) of local paper(s):

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

2. Describe principal products or services, specialties, extent of market and scope of operations:

________________________________________________________________________________________

________________________________________________________________________________________

III. Engineering Personnel/Licensure Information

3. Total number of employees of the agency unit nominated: __________

4. Total number of employees classified as engineers or engineering supervisors: __________

Within total classed as engineers, list:

a. Total number with Professional Engineer (P.E.) licenses: __________

b. Total number with Engineer-in-Training (E.I.T.) certificates: __________

c. Total number without P.E. licenses or E.I.T. certificates but who hold engineering degrees from Accreditation Board for Engineering and Technology (ABET) approved institutions: __________

d. Total number without P.E. licenses, E.I.T. certificates, or engineering degrees from ABET-approved institutions: __________

e. Total of a through d (should be same as Question 4 above): __________

f. Of those in d, total number with a degree in an engineering-related field such as architecture, physics, geology, etc.: __________

5. Number of employees directly supporting engineers: __________

National Institute for Certification in Engineering: __________

Technologies (NICET) certified technicians: __________

NICET certified technologists: __________
6. Licensure

a. Does your agency encourage engineering licensure? Yes: _____ No: _____

If yes, how is this done and with what results?

____________________________________________________________________________________
____________________________________________________________________________________

b. Are licensed engineers encouraged to use the P.E. suffix and display their licensure?

Yes: _____ No: _____

c. Are all project plans and designs affecting public or employee safety reviewed and signed by a licensed engineer? Yes: _____ No: _____

If no, explain:

____________________________________________________________________________________

____________________________________________________________________________________

d. Which of the following licensure costs are paid for by your agency?

Registration: Yes: _____ No: _____
Exam costs: Yes: _____ No: _____
Review courses for exam: Yes: _____ No: _____
Travel costs for exam: Yes: _____ No: _____
Annual renewal fee: Yes: _____ No: _____
Paid time off to take exam: Yes: _____ No: _____

e. Are engineers given salary increases upon obtaining P.E. licenses? Yes: _____ No: _____

What other incentives are provided for licensure?

____________________________________________________________________________________
____________________________________________________________________________________

f. Does your agency assume 100% present and future for any claims and suits against the authorized work of professional employees performed as part of their employment? Yes: _____ No: _____

If no, explain:

____________________________________________________________________________________

____________________________________________________________________________________
IV. Recruitment/Indoctrination

7. Percent turnover rate among engineers during the past year (do not include retirements, promotions, or interagency transfers): __________%

Percent turnover rate among engineers during the past five years: __________%

8. Recruiting Practices

a. Does your agency consider currently employed engineers for higher positions before seeking outside applicants? Yes: ____ No: ____

If no, why?

________________________________________________________________________________________

________________________________________________________________________________________

b. Do your agency's job advertisements and announcements contain all the pertinent facts about the job, including educational requirement, experience, job description, name and location of agency?

Yes: ____ No: ____

c. Does a job applicant talk to the potential supervisor as well as to the personnel interviewer?

Yes: ____ No: ____

Describe interview sequence:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

d. Are travel and interview expenses paid for by your agency even if the applicant is not hired?

Yes: ____ No: ____

If not, what costs are covered?

________________________________________________________________________________________

________________________________________________________________________________________

e. Is the policy in d above explained fully to the applicant before such expenses are incurred?

Yes: ____ No: ____

f. Do your agency's technical/professional employees retain title to all patents and technical accomplishments (i.e., not required to assign patents to the agency)? Yes: ____ No: _____
If no, please explain patent policy:

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

________

g. Does your agency offer a cooperative job program for engineering students? Yes: ______ No: ______

h. Does your agency make special efforts to recruit women and minorities? Yes: ______ No: ______
If yes, describe briefly:
________________________________________________________________________________________
________________________________________________________________________________________

9. Indoctrination
a. Does your agency have a formal new employee indoctrination program? Yes: ______ No: ______
If yes, describe briefly:
________________________________________________________________________________________
________________________________________________________________________________________

b. Does your agency have a current publication containing your agency's employment policies and practices? Yes: ______ No: ______
Does the publication relate to professional employment? Yes: ______ No: ______
Is the publication available to all professional employees? Yes: ______ No: ______

c. Does your agency have regularly scheduled meetings to inform engineers of policies, economic conditions and other factors affecting the employees? Yes: ______ No: ______

V. Employment

10. Physical Environment
a. What percent of engineers have private or semiprivate office facilities? ______%
Describe facilities briefly:

________________________________________________________________________________________
________________________________________________________________________________________

b. List the available types of technical support facilities and equipment provided for engineers:
________________________________________________________________________________________
________________________________________________________________________________________

11. Utilization

a. Provide an organizational chart showing utilization of engineers. Denote positions held by PEs or EITs.

b. Are engineers exempt from punching a time clock? Yes: ______ No: ______

c. Are "engineer" titles restricted to licensed professional engineers or engineering graduates?
   Yes: ______ No: ______
   If no, explain title policy:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

11. Utilization

d. Does your agency have a formal engineering system for titles and assignments?
   Yes: ______ No: ______
   If yes, please describe:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

11. Utilization

e. If an engineer desires to stay in the technical field rather than move into a supervisory
   (administrative/managerial) position, does your agency have a "dual ladder" promotion plan?
   Yes: ______ No: ______

f. Is the engineer free from requirements to join a labor organization? Yes: _____ No: _____
12. Compensation

a. Does your agency have a definite salary policy for engineers? Yes: ______ No: ______

If yes, on what is the program based (length of employment, responsibility, performance, etc.)?
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
If no, how are salaries and progression rates established?
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

b. Are all your agency’s engineers familiar with the salary plan? Yes: ______ No: ______

What is the familiarization method?
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________


c. Is a performance and salary review discussed with each engineer at least once annually?

Yes: _____ No: _____

d. Is the salary policy reviewed periodically by comparing it with local and national benchmarks?

Yes: _____ No: _____

e. Are engineers rewarded for patents, major cost reductions work, published papers, etc.?

Yes: _____ No: _____

If yes, describe compensation methods:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

f. Does your agency have a pension plan for engineers? Yes: _____ No: _____
If yes, describe plan eligibility, vesting, contributions, etc.:

________________________________________________________________________________________
________________________________________________________________________________________

g. Does your agency have other savings or investment plan for employees? Yes: ______ No: ______
Describe briefly:
________________________________________________________________________________________
________________________________________________________________________________________

h. Are engineers compensated in any way for scheduled or excessive overtime? Yes: ______ No: ______

13. Termination/Transfer

a. Does your agency conduct exit interviews to determine reasons for termination?
Yes: ______ No: ______

b. Are terminated or laid-off engineers provided with severance pay? Yes: ______ No: ______

c. Are terminated or laid-off engineers allowed exit paid time off to seek other employment?
Yes: ______ No: ______

d. Are efforts made to place terminated engineers? Yes: ______ No: ______

e. Are all formal transfer costs from one location to another paid for by your agency?
Yes: ______ No: ______

VI. Professional Development

14. Professional Development

a. Does your agency encourage participation in technical-professional societies?
Yes: ______ No: ______
If yes, how is this done?
________________________________________________________________________________________
________________________________________________________________________________________

b. What percent of your agency's engineers belong to MSPE and what percent to other professional or
technical societies? MSPE______% Other______%
c. Does your agency pay expenses for (Indicate percent paid):

<table>
<thead>
<tr>
<th></th>
<th>Annual Dues</th>
<th>Meeting Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Societies:</td>
<td>_____%</td>
<td>_____%</td>
</tr>
<tr>
<td>Professional</td>
<td>_____%</td>
<td>_____%</td>
</tr>
<tr>
<td>Societies:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engineers Club:</td>
<td>_____%</td>
<td>_____%</td>
</tr>
<tr>
<td>Community Service</td>
<td>_____%</td>
<td>_____%</td>
</tr>
<tr>
<td>Club:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

d. Does your agency have a formal continuing education program? Yes: ______ No: ______

e. Does your agency pay for the following out-of-plant education for engineers? (Indicate percent paid.)

<table>
<thead>
<tr>
<th></th>
<th>Credit</th>
<th>Noncredit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering Courses:</td>
<td>_____%</td>
<td>_____%</td>
</tr>
<tr>
<td>Liberal Arts Courses:</td>
<td>_____%</td>
<td>_____%</td>
</tr>
<tr>
<td>Books and Materials:</td>
<td>_____%</td>
<td>_____%</td>
</tr>
<tr>
<td>Travel and Expenses:</td>
<td>_____%</td>
<td>_____%</td>
</tr>
<tr>
<td>Technical Seminars:</td>
<td>_____%</td>
<td>_____%</td>
</tr>
</tbody>
</table>

f. What percent of your agency’s engineers participated in continuing education during the past year? __________%

g. Does your agency sponsor in-house workshops, seminars, lectures, etc.? Yes: ______ No: ______

h. Are paid time off and leave of absence given for education purposes? Yes: ______ No: ______

i. Are engineers encouraged to broaden their background in business administration, law, economics, etc.? Yes: ______ No: ______

What is the form of encouragement?

________________________________________________________________________________________
________________________________________________________________________________________

j. Are engineers encouraged to participate in: Yes: ______ No: ______

Civic organizations? Yes: ______ No: ______

Political organizations? Yes: ______ No: ______
What is the form of encouragement?

k. Are training courses available in public speaking and writing? Yes: _____ No: _____

I. Are engineers encouraged to represent your agency in speeches to civic and technical organizations? Yes: _____ No: _____

15. Does your agency consider the Guidelines to Professional Employment for Engineers and Scientists in administering professional employment practices? Yes: _____ No: _____

If yes, how?

VII. Special Employment Practices

16. Please provide a narrative description of any special employment practices or professional development policies your agency uses to advance or promote the engineering profession.

Provide attachments as appropriate.