

PEG PROFESSIONAL DEVELOPMENT AWARD

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:

Engineering Personnel/	
Licensure Information	20 points
Recruitment	10 points
Employment	25 points
Professional Development	30 points
Special Employment	
Practices	<u>15 points</u>
Total	100 points

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: _____

Other: _____

Total: _____

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:

d. Does your agency have a formal engineering system for titles and assignments?

Yes: _____ No: _____

If yes, please describe:

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: _____

If no, explain:

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):

	Annual Dues	Meeting Expenses
Technical Societies:	_____ %	_____ %
Professional Societies:	_____ %	_____ %
Engineers Club:	_____ %	_____ %
Community Service Club:	_____ %	_____ %

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.)

	Credit	Noncredit
Engineering Courses:	_____ %	_____ %
Liberal Arts Courses:	_____ %	_____ %
Books and Materials:	_____ %	_____ %
Travel and Expenses:	_____ %	_____ %
Technical Seminars:	_____ %	_____ %

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: _____

l. 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.