

2009 Excellence in Human Resource Management Award

Application Form



**DEADLINE FOR
SUBMISSION:
JULY 1, 2009**

Dear Company Official:

The Safety Management Council (SMC) of American Trucking Associations (ATA) invites your company to participate in this year's Excellence in Human Resource Management Award competition.

This Award is the only nationally-recognized award of its kind – honoring the trucking industry's finest in the human resources and personnel management. The award will honor the company that surpassed all others in its ability to hire and retain drivers through its human resource programs and management of its benefit packages.

Those member companies of ATA and/or SMC interested in competing for this year's Excellence Award are encouraged to submit their names for consideration. The deadline for entry submission is **July 1, 2009**. The winner will be announced and commended at the ATA SMC Safety & Human Resources National Conference & Exhibition during a special awards ceremony on September 18, 2009. This year, the National Conference is scheduled for September 16-18, 2009 at the Sheraton Baltimore City Center Hotel, Baltimore, Maryland. The winner will also be recognized in press releases and in writing at the 2009 ATA Management Conference & Exhibition, Oct. 4-7, 2009 in Las Vegas, Nevada.

If your company has a strong, successful Human Resources program, then it deserves to be applauded. Have the appropriate individual within your company complete the attached Entry Form today. Once completed, indicate your support of this entry by signing where indicated on the last page of the Entry Form.

Please don't hesitate to call me with questions at (703) 838-1861.

Warmest regards,

Susan Chandler
Executive Director

2009 EXCELLENCE IN HUMAN RESOURCE MANAGEMENT AWARD

GENERAL INSTRUCTIONS & INFORMATION

The Award criteria and entry form were developed by the ATA SMC Awards & Recognition Committee. All contestants will be evaluated based upon the extent and effectiveness of their human resource programs. The Committee evaluating the Entry Forms will be looking for exemplary execution of successful H.R./personnel programs above all others in the industry.

Criteria for evaluation include: Service Orientation, Communication, Employee Relations, HR Professional Knowledge, and Performance. The functional areas considered are Policy/Procedure Development; Recruiting; Compensation & Benefits; Training & Development; Efficient Partnering; Health & Safety; Integration of Work and Family; and Diversity.

For fairness sake, the Committee will weigh the size of employee base, single versus multiple state operations, staffing and program budget relative to the company's successful experience. Whether working for a small or large company, every company, who is a member in good standing of either American Trucking Associations and/or the ATA Safety Management Council, is eligible to apply and has a chance of winning.

All information should be complete and truthful. *We ask that before submitting the Entry Form, a senior company official sign the last page of this Entry Form where indicated.* This tells the Committee that the Company supports and authenticates the entry.

Preparing the Entry Form

1. Complete the Entry Form as thoroughly and accurately as possible. If more space is required, add rows/columns/pages as needed, however the completed Entry Form should not exceed 25 pages, exclusive of forms, manuals, posters, newsletters, and similar supporting documents.
2. Supply all supporting documentation as requested. If your human resource/personnel program includes resource materials supplied by ATA SMC or other HR organizations, be sure to indicate where applicable. Please do not send sample materials produced by vendors.
3. If your company uses commercially available services, please include sufficient information to permit evaluation of the scope, adequacy and effectiveness of the service.
4. Arrange and order the completed Entry Form and supporting documentation in a three-ring binder format. The order of the information should remain consistent with this Entry Form.
5. Have senior company official endorse the Entry Form by signing the last page of the Entry Form as indicated.

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VERIFICATION FORM

This Entry Form Is Submitted on Behalf of:		
	(Company)	
This Entry Form Is Submitted by:		
	(Signature)	
Name:		
Title		
Company:		
City/State:		
Telephone/Fax:		
Email:		
This Entry Form Is Endorsed by:		
	(Signature)	
Name of Senior Co. Official:		
Title		
Company:		
City/State:		
Telephone/Fax:		
Email:		

The above named individuals attest that all information contained in this Entry Form is representative of the Human Resources program(s) of the above named company and is true and accurate or represents the best available estimates; and that all supporting documentation represents materials currently in use.

By signing above, the above-named individuals grant complete and full authority to the ATA Safety Management Council to investigate the records of the company's human resources operation for the sole purpose of validating the information provided. The results of such investigation shall be held in confidence.

It is further agreed that the Company, if selected for the Award, will have a company representative attend the 2009 Safety & Human Resources National Conference & Exhibition of the ATA Safety Management Council, to receive the recognition during the Awards Banquet on September 18, 2009.

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ENTRY FORM

SECTION I – GENERAL INFORMATION

Please provide the following information on the Company being considered for the Excellence in Human Resource Management Award.

Company Name:					
Address:					
Telephone #:		Fax #:		E-mail:	
Parent Corp.*:					
Type of Operation (check off as applicable)	<input type="checkbox"/>	Less-than-Truckload (LTL)	<input type="checkbox"/>	Truckload (TL)	
	<input type="checkbox"/>	National	<input type="checkbox"/>	Regional	
	<input type="checkbox"/>	Common	<input type="checkbox"/>	Contract	
	<input type="checkbox"/>	Under \$500 million in gross revenue		<input type="checkbox"/>	Over \$500 million gross revenue
Type of Service (check off as applicable)	<input type="checkbox"/>	General Commodities LTL	<input type="checkbox"/>	General Commodities TL	
	<input type="checkbox"/>	Auto Transporter	<input type="checkbox"/>	Flatbed Carrier	
	<input type="checkbox"/>	Tank Trucks	<input type="checkbox"/>	Household Goods	
	<input type="checkbox"/>	Heavy Haulers	<input type="checkbox"/>	Dump Trucks	
	<input type="checkbox"/>	Miscellaneous (specify):			

* Is your company a division of a larger organization or a “stand alone” company? If a division, indicate corporate parent.

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SECTION II - POLICY AND ORGANIZATION

1. **Company Policy:** Attach a copy of the company’s written Human Resources policy (or Employee Handbook) in a format that will give evidence of its dissemination to employees at all levels. Indicate the effective date of the current policy.

2. **Company Structure:** Attach an organizational chart of the company or provide a narrative description of the company’s organizational structure and of the Human Resources/Personnel Department, specifically. Please indicate the chain of command (structural line of authority) through which information and instructions are communicated to employees at all levels and through which results are achieved; be sure to include to whom (title) does the Human Resources Department report. If it is not obvious, indicate if the human resources department is responsible for just a single company’s employees or employees of multiple companies with a corporation. Indicate the effective date of the current structure.

3. **Staff Allocation:** Indicate the number of persons directly in human resources/personnel activities. If staff performs multiple functions, indicate the percentage of total staff time that is devoted to each of the following focuses:

Focus	Full-Time	Part-Time	Percentage
H.R. Policy Development and Implementation			%
Organizational Development			%
Employee Orientation / Employee Relations			%
Recruiting			%
Benefits			%
Compensation			%
Training & Development			%
Health and Safety			%
Integration of Work and Family			%
Worker’s Compensation/Return to Work Issues			%
Diversity, etc.			%
Total Employees in HR Department			%

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SECTION III - HUMAN RESOURCE PRACTICES

1. **H.R. Pre-Employment Practices:** Check each of the following pre-employment measures your company takes. Indicate whether the HR Department performs the activity with a “Y”; if another department within the company performs the activity with a “D”; or if it is outsourced with an “O”.

√		Y/D/O
	Targeted Job Postings	
	Employment Application	
	Personnel Interview	
	Pre-Employment Medical Screening	
	Drug/Alcohol Screening	
	MVR Checks (Drivers)	
	Previous Employer Verification	

		Y/D/O
	Personal Reference Confirmation	
	Credit Check Run	
	Criminal Records Checked	
	Personality/Fit Assessments	
	Skills Tests	
	Other: (specify) recruitment webinars	
	Other: (specify)	

2. **H.R. Programs/Responsibilities:** Indicate with a check each of the following employment measures your company takes.

	Employee Orientation
	Employee Annual Evaluations
	Employee Mid-Year Evaluations
	Progressive Discipline Programs
	Employee Development
	Employee Counseling

	Periodic Drug & Alcohol Testing
	Training on Personnel Issues
	Recognition programs
	Newsletter
	Website
	Other: (specify)

Check Yes (“Y”) or No (“N”) to the following questions. If no, indicate whether another company department handles it with a “D” or whether it is outsourced with an “O”.

Y	N		D/O
		Payroll Processing	
		Tracking Employee Leave Status	
		Health Benefits	
		Dental Benefits	
		Eye Care	
		Prescription Care	
		Long/Short Term Disability	
		Life Insurance	

Y	N		D/O
		Flexible Spending Accts.	
		Retirement Plan(s)	
		FMLA Issues	
		Meal Vouchers	
		Recognition Programs	
		Tuition Reimbursement	
		Relocation	
		Other:	

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3. **H.R. Termination Practices:** Describe the measures taken when terminating an employee.

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SECTION IV - EMPLOYEE TRAINING

Describe the types of training conducted by the company's Human Resources Department.

1. Type of Employee HR Training	
2. Who does the training and who receives the training:	
3. Retraining (what and how often):	
4. What does the HR Department do to ensure and maintain a qualified and up-to-date HR Staff?	

SECTION V - PROCEDURES

If your company has a document which covers the following information and you are comfortable sharing that document with us for purposes of award evaluation only, you may submit it in lieu of the following. All documents will be treated as confidential.

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<p>1. Does your HR Department have a strategic plan and how is that plan aligned with the strategic plan of the company?</p>	
<p>2. Describe the success of your recruitment efforts and how your HR Department accomplished it (both in terms of locating and motivating candidates to apply and in hiring them. Indicate what criteria are used to measure the success and impact on the company.</p>	
<p>3. Describe the success of your retention efforts – be sure to indicate your turnover rate. Indicate what criteria are used to measure success and impact on the company.</p>	
<p>4. Describe company's procedures to handle personnel problems:</p>	
<p>5. Describe how employees are evaluated.</p>	

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6. Tools and Technology used to support the HR functions (what are they; who selects and maintains?)			
7. How often are policies and procedures updated? How often are compensation and benefits revised?			
8. Share a major event(s) in your company in which the HR Department played a significant role in its success (i.e., acquisition, downsizing, restructuring, leadership changes, etc.)			
9. Has your company recently been involved in any adverse labor actions or class action suit that demonstrates the challenges faced by the HR Dept.?			
10. What innovative policies or best practices have been implemented by the HR Department and how have they benefited the company (e.g., in recruitment, compensation, benefits, training, employee relations?)			
11. Does your Company have an internship program? Describe.			
12. What methods are used to communicate to employees	Memos/Letters/Posters		Verbal/Face to Face
	E-Mail		Meetings
	Website		Other:

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13. Does the HR Department solicit and receive feedback from employees, managers, leadership team, outside vendors and how is that feedback applied to improve the HR function?
14. Discuss how the HR Department interacts with the various outside companies that provide services to the HR Department?
15. Miscellaneous:

SECTION VI - OTHER FACTORS

Describe company's driver/employee incentive and recognition programs.

(a) Nature of Rewards given:	
(b) Basis of Award(s):	
(c) Other Kinds of Incentives:	

SECTION VII - SUCCESS STORIES

Provide at least one success story and describe how it was accomplished. Why is your company's HR Department more deserving than another?

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SECTION VIII – REFERENCES

In order for the Judges to perform due diligence, please provide contact info for the companies that you work with – Firms/Agencies are suggestions:

Law Firm	
Contact:	
Title:	
Company:	
Telephone:	
E-Mail:	

Accounting Firm	
Contact:	
Title:	
Company:	
Telephone:	
E-Mail:	

Placement/Staffing Agency	
Contact:	
Title:	
Company:	
Telephone:	
E-Mail:	

Consulting or Benefits Firm	
Contact:	
Title:	
Company	
Telephone:	
E-Mail:	

Note:

- * This prestigious award recognizes each year the company with the most effective and successful human resources program in the trucking industry
- * Competition is open to all ATA and/or SMC members in good standing.
- * Entry deadline is July 1, 2009.
- * Complete instructions are included in this brochure. Be sure to keep a copy of the completed Entry Form and supporting documentation before sending.
- * Return completed Entry Form Binder (marked “confidential”) to:

Susan Chandler, Executive Director
ATA Safety Management Council
950 N. Glebe Road, Suite 210
Arlington, VA 22203

For electronic application forms and award program information, visit our website at <http://smc.truckline.com>

Application Deadline is July 1, 2009.

For additional information, contact Susan Chandler
(703) 838-1861 or schandler@trucking.org.