



*State of North Carolina  
Department of Public  
Safety Prisons*

Chapter: A  
Section: .1300  
Title: **Employee Recognition  
Program**  
Issue Date: 07/13/18  
Supersedes: New Policy

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## **POLICY AND PROCEDURES**

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### **.1301 GENERAL**

The purpose of the Employee Recognition Program is to commend and acknowledge employees for exceptional performance while in the execution of their job duties and/or any act that supports the mission & vision of the agency; exhibits extraordinary deeds; and promotes public service in the community. This recognition program is designed to create and foster a high-performance work environment by acknowledging staff accomplishments. It also serves as a motivational tool for employees by encouraging staff to strive to perform tasks beyond normal expectations. Existing employee recognition programs should continue, with modifications if needed. This policy sets forth minimal guidelines to be followed in an effort to recognize exemplary employees.

### **.1302 ELIGIBILITY REQUIREMENTS**

All permanent, full time employees, who have an overall rating of "Meets" expectations in NCVIP; do not have an active written warning; are not under investigation; and do not have any pending disciplinary action(s) or received any suspensions or demotions within the previous 18 months, are eligible for regional and state level recognition. The Region Director, Facility Head or designee shall designate a committee to facilitate the selection process.

Criteria for Regional Selection - an employee who performs duties in a manner above and beyond his/her position job functions, and/or who acts as an ambassador for community service/involvement, in a manner consistent with Department of Public Safety Prisons guidelines for an award. The employee may be nominated for one of the appropriate awards described in subsequent sections. An employee may be nominated by his/her supervisor or peer.

### **.1303 FREQUENACY OF AWARDS**

Awards shall be presented on the following schedule:

- (a) Facility Level - At least one employee shall be recognized as Employee of the Month at each facility. The monthly award shall encompass all disciplines. The selection process and eligibility criteria shall be determined by the Facility Head.

- (b) Region Level - Each region shall recognize a Custody, Health Services, Programs and Support Services Employee of the Quarter. Recipients must meet the eligibility requirements identified in this policy.
- (c) State Level - Prisons shall present awards on an annual basis in the following categories; Employee of the Year - Custody, Health Services, Programs, Support Services (Personnel, Maintenance, Clerical, etc....) First-Line Supervisor, Manager, Newcomer (less than 2 years of service), Facility Head of the Year, Innovations and Team. Recipients must meet the eligibility requirements identified in this policy.

#### **.1304 EMPLOYEE OF THE YEAR AWARD REQUIREMENTS**

The Employee of the Year award shall be presented to an employee who performs a distinguished service, whose actions risked his/her life while going above and beyond the call of duty, or who consistently and continuously performs their assigned duties in an exemplary fashion to contribute to the success of Prisons' missions. These actions can be performed while the employee is working or in the community. Actions include but are not limited to:

- (a) Where an employee by exemplary conduct and demeanor during a hazardous situation resolves the situation without injury to any person or substantially reduces injuries that may otherwise have been expected.
- (b) Where an employee apprehends or aids in the apprehension of an offender who has escaped from custody, has eluded officers, hence absconding, and without such diligence could have led to the felon causing harm to the public.
- (c) Where an employee performs noteworthy service or provides vital suggestions that were implemented, that clearly demonstrates an improvement in the effective operation of the agency.
- (d) Where an employee has displayed, to any outstanding degree, the kind of efficient or distinguished service, at work or in the community, which represents the highest standards and ideals of devoted public service and has displayed outstanding judgment, initiative and competence in his/her discipline.
- (e) Where an employee risked his/her life, above and beyond the call of duty, to preserve the life or lives of others.
- (f) Where an employee demonstrates a willingness to perform duties above and beyond that which is normally expected in their position
- (g) Where an employee shows a consistent willingness to assist their co-workers, or when a Prisons employee makes a substantial contribution to the training or development of other staff.

#### **.1305 NOMINATION PROCESS**

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The nomination process for monthly and quarterly recognitions shall originate at the facility level. Yearly award nominations shall be afforded to all NCDPS-Prisons staff, to include Region and Division employees.

- (a) Monthly Awards - Each month at least one employee shall be selected for Employee of the Month at the facility level. The monthly award recipient shall receive, at a minimum, a printed certificate, a designated parking space for a month and recognition at a facility management or staff meeting.
- (b) Quarterly Awards - Each quarter employees meeting the criteria shall be nominated for the Regional Custody, Health Services, Programs and Support Services Employee of the Quarter. Facilities should nominate employees of the month for the preceding quarter, or different employees if no employee of the month falls into the award categories. Once identified, the nomination will then be approved by the Facility Head and forwarded to the Region Director. The quarterly award recipients will be presented, at a minimum, with a framed certificate signed by the Region Director and presented at the Regional Facility Heads meeting in January, April, July, and October of each year and a designated parking space at his/her work site for the quarter.
- (c) Yearly Awards - Each year, the Division shall present Employee of the Year in the following categories: Custody, Health Services, Programs, Support Services, First-Line Supervisor, Manager, Newcomer, Facility Head of the Year, Innovations and Team. Recipients of quarterly awards for Custody, Health Services, Programs, and Support shall be nominated for the Yearly Award. Staff from the Region and Division level may also be nominated for yearly awards. Awards shall be presented in February of each year, for the preceding year.

Each facility may submit one nomination to the Region for First-Line Supervisor, Manager, Newcomer, Innovations and Team Awards. Each Region may submit two nominations for each of the Awards for consideration of the statewide Yearly Awards. Regional and Division level staff nominations for consideration, shall be forwarded directly to the Directors Review Board. Yearly Award winners will be selected by the Directors Review Board. Recipients of the Yearly Awards will receive, at a minimum, a plaque, a scholarship to attend an ACA Conference, a designated parking space and a public display of the accomplishment for one year at his/her respective work site. Recipients will receive recognition during a Statewide Facility Heads meeting.

Each respective region shall at a minimum, submit at least one nomination for Facility Head of the Year. That person must exemplify high moral standards, while developing creative methods to retain and recruit staff; developing new initiatives geared to improve operations, to include safety & security; and/or provides community service or tasks internally/externally beyond normal duties.

### **.1306 TIME FRAMES**

Quarterly award nominations are due on the 15th day of each month, preceding the month it is to be given to the employee. Nominations are due on the 15<sup>th</sup> of December, March, June and September of each year. Yearly award nominations shall be submitted to the Directors Review Board on or by January 15th.

**.1307 DIRECTOR’S REVIEW BOARD**

The Director’s Review Board will be chaired by a member of Prisons Administration’s management staff. The Chairperson of the Review Board will be appointed by the Director of Prisons. The Review Board will serve for a minimum of 2 years. The committee shall be selected by the Chairperson, which must include staff representative of custody, programs, health services, administrative services and maintenance.

(a) Duties of the Review Board

- (1) Review all recommendations
- (2) Confirm eligibility based on the criteria set forth.
- (3) Determine legitimacy of the reported action(s).
- (4) Select yearly recipients on behalf of the Director of Prisons.



Director of Prisons

07-13-18

Date

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# North Carolina Department of Public Safety

## Employee Recognition Program

### Quarterly/Yearly Nomination Form

Date:

Name of Nominee:

Job Title:

Worksite Address:

Phone Number:

Please check the circle(s) next to the award criteria your nominee meets.

The employee:

- Demonstrates exemplary conduct and demeanor during a hazardous situation; resolves the situation without injury to any person or substantially reduces injuries that may otherwise have been expected.
- Apprehends or aids in the apprehension of an offender who has escaped from custody, has eluded officers, hence absconding, and without such diligence could have led to the felon causing harm to the public.
- Performs some noteworthy service that demonstrates a clear improvement in the effective operation of a substantial part of the Department.
- Display, to any outstanding degree, the kind of efficient or distinguished service which represents the highest standards and ideals of devoted public service and has displayed outstanding judgment, initiative and competence in his/her discipline.
- Risked his/her life, above and beyond the call of duty, to preserve the life or lives of others.
- Demonstrates a willingness to perform duties above and beyond that which is normally expected in their position.
- Shows a consistent willingness to assist their co-workers, or when a Prisons' employee makes a substantial contribution to the training or development of other staff.

Nominee:

Please describe how the employee meets the above criteria, citing specific examples of excellent performance.

Why do you believe this employee deserves the award?

Nominated by:

Job Title:

Work Address:

Work Phone Number:

**Send quarterly completed applications to  
Regional Director**

**Send yearly completed applications to:**  
North Carolina Department of Public Safety  
Attention: Employee Recognition Committee  
4201 Mail Service Center Raleigh, NC 27699  
perc@ncdps.gov