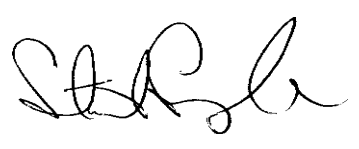
 <p>State of Connecticut Department of Correction</p> <p><b>ADMINISTRATIVE DIRECTIVE</b></p>	Directive Number 2.9	Effective Date 10/01/2018	Page 1 of 8
	Supersedes Employee Recognition, dated 03/03/17		
Approved By   Commissioner Scott Semple	Title  Employee Recognition		

1. **Policy.** The Department of Correction shall acknowledge the value of exceptional employees and organizations and shall officially recognize and commend them for service above and beyond the normal scope of their duties.
2. **Authority and Reference.**
  - a. Connecticut General Statutes, Section 18-81.
  - b. Administrative Directive 2.11, Employee Dependability.
3. **Definition.** For the purposes stated herein, the following definition applies:
  - a. **Employee.** For the purposes of this Directive only, the term "employee" shall constitute an employee of the Department of Correction
4. **Awards Ceremony.** The Department of Correction's Annual Awards Ceremony shall normally be conducted during the month of September. The rating period shall run from January 1<sup>st</sup> - December 31<sup>st</sup>.
5. **Nomination and Selection Procedures.** Nominations for Department Awards shall be submitted on CN 2901, Annual Awards Ceremony Nomination Form. Nominations shall include Department of Correction employees and shall be submitted to the Selection Committee for each award, no later than two (2) months prior to the Annual Awards Ceremony. The Selection Committee shall be comprised of the Department's Division Heads. All awards shall be subject to the approval of the Commissioner. The rating period shall run from January 1<sup>st</sup> - December 31<sup>st</sup>.
6. **Department Awards.** Department awards shall be presented as specified in this Directive. Should a nominee not be selected as an award recipient for a given category, the nomination may be assigned to an alternate award category at the discretion of the Selection Committee provided that the criteria and eligibility requirements have been met.
7. **Medal of Valor (Heroism/Bravery).** The Medal of Valor award shall be presented to an employee who during the rating period performed an act of extraordinary bravery and exceptional valor. The incident shall have involved an imminent threat to the nominee's life, with the nominee's knowledge of the risk prior to taking action. The action(s) shall have been above and beyond the call of duty.
  - a. **Criteria.** A candidate shall be considered based upon an incident when the employee acted above and beyond normal job responsibilities in order to save another individual's life, knowing that the heroic action had a high probability of resulting in the loss of the employee's own life. The magnitude or outcome of the incident in and of itself shall have no bearing on the nomination. The nomination shall be based on the action of the individual being nominated and not the action of a group.
  - b. **Eligibility.** An employee at the time of the action shall be eligible. The recipient of the Distinguished Service Medal shall not be eligible to receive the Medal of Valor for the same act.
  - c. **Nominator.** A Unit Administrator may nominate a candidate who meets the eligibility requirements.
  - d. **Selection.** The selection process for this award shall be consistent with Section 5 of this Directive.

Directive Number 2.9	Effective Date 10/1/2018	Page 2 of 8
Title Employee Recognition		

8. Distinguished Service Medal. The Distinguished Service Medal shall recognize an employee who while in the line of duty, acted in a unique manner that exemplifies the highest level of professionalism during an emergency.
- Criteria. A candidate shall be considered based upon an incident during which the employee displayed the highest degree of professionalism in order to maintain the safety and security of their fellow employees, the public, or the offenders under the Department's custody.
  - Eligibility. An employee at the time of the action shall be eligible. The recipient of the Medal of Valor Award shall not be eligible to receive the Distinguished Service Medal for the same act.
  - Nominator. A Unit Administrator may nominate a candidate who meets the eligibility requirements.
  - Selection. The selection process for this award shall be consistent with Section 5 of this Directive.
9. Preservation of Life Medal. The Preservation of Life Medal shall recognize an employee who takes spontaneous and immediate action in response to a life-threatening illness or injury to staff or offenders.
- Criteria. A candidate shall be considered based upon an incident or event when the employee takes spontaneous and immediate action in response to a life-threatening illness or injury which would otherwise have resulted in the immediate death of a staff member or offender. The candidate's actions must have saved the life or lives of staff or offenders to be considered for this award.
  - Eligibility. An employee at the time the action was taken shall be eligible.
  - Nominator. A supervisor or peer may nominate a candidate to their Unit Administrator who meets the eligibility requirements. The Unit Administrator shall review the nomination to ensure that the eligibility criteria have been met prior to forwarding to the Selection Committee. The Unit Administrator shall ensure that any nomination submitted for this category provides clear, specific delineation and description of the lifesaving actions of each individual being nominated. The Unit Administrator shall also ensure that all relevant reports and videos (if available) are submitted with CN 2901, Annual Awards Ceremony Nomination Form.
  - Selection. The selection process for this award shall be consistent with Section 5 of this Directive.
10. Distinguished Public Service Award. The Distinguished Public Service Award shall recognize a full time employee who volunteers to conduct a program or provide a service to the Department that is not part of the employee's regular job responsibilities.
- Criteria. A candidate shall be considered as follows: (1) the employee provided the service during off-duty hours without receiving compensation; or (2) the program or service is provided for an extended period of time and directly benefits offenders, employees, or the community.
  - Eligibility. A current, full time employee shall be eligible.
  - Nominator. An individual may nominate a candidate who meets the eligibility requirements. Only one (1) nomination shall be made from each unit by the Unit Administrator. The Unit Administrator shall review the nomination to ensure that the eligibility criteria have been met prior to forwarding to the Selection Committee.
  - Selection. The selection process for this award shall be consistent with Section 5 of this Directive.
11. Circle of Merit. The Circle of Merit award shall recognize a non-managerial employee from each unit or functional area listed in Section 11(B) of this Directive who has demonstrated the most consistent, positive performance and professionalism both on the job as well as with the public.
- Criteria. Candidates shall be considered as follows:
    - overall excellence in carrying out assigned duties;
    - consistency in performance over an extended period of time;
    - ability to maintain positive relations with staff, public, and offenders;

Directive Number 2.9	Effective Date 10/1/2018	Page 3 of 8
Title Employee Recognition		

- iv. positive record of attendance and dependability in accordance with Administrative Directive 2.11, Employee Dependability;
- v. demonstrated leadership both on the job and in the community;
- vi. positive role model to both staff and offenders; and,
- vii. Civic/community contributions and volunteerism.
- b. Eligibility. A current employee who is full time, non-managerial, and who has been employed for a minimum of one (1) year shall be eligible. Each of the following units/functional areas may nominate, up to the maximum allotted number indicated below, a non-managerial employee(s) for the Circle of Merit:
  - i. Each Facility 1
  - ii. Nutrition and Food Services 1
  - iii. Facilities Management and Engineering Services 1
  - iv. Health Services Unit 1
  - v. Parole and Community Services 1
  - vi. Correctional Enterprises of Connecticut 1
  - vii. Human Resources 1
  - viii. Fiscal Services 1
  - ix. Central Office (other) 2
  - x. Other units, when warranted (i.e., CTU, OCPM) 1
- c. Nominator. A supervisor or peer may nominate a candidate to the Unit Administrator. Each nomination shall indicate how the employee meets the criteria set forth in Section 11(A) of this Directive. The Unit Administrator shall review the nomination to ensure that the eligibility criteria have been met prior to forwarding to the Selection Committee.
- d. Selection. The selection process for this award shall be consistent with Section 5 of this Directive.

12. Manager of the Year. The Manager of the Year award shall recognize the manager who has demonstrated exceptional leadership and managerial performance.

- a. Criteria. Candidates shall be considered as follows:
  - i. exceptional service to Division/Unit;
  - ii. exceptional commitment and service to the public;
  - iii. demonstrated leadership in the performance of duties;
  - iv. demonstrated effective interpersonal communication skills;
  - v. record of career growth and development;
  - vi. demonstrated commitment to the positive development of staff and offenders;
  - vii. positive public image and role model;
  - viii. creativity in the performance of duties to include implementation of cost saving measures; and ,
  - ix. a positive record of attendance and dependability in accordance with Administrative Directive 2.11, Employee Dependability.
- b. Eligibility. A current employee who has held a managerial position for at least one (1) year shall be eligible for nomination.
- c. Nominator. An individual may nominate an eligible manager. Only one (1) nomination shall be made from each unit by the Unit Administrator. The Unit Administrator shall review the nomination to ensure that the eligibility criteria have been met prior to forwarding to the Selection Committee.
- d. Selection. The selection process for this award shall be consistent with Section 5 of this Directive. The Department's Manager of the Year recipient shall be submitted for the Department of Administrative Services (DAS) Distinguished Managerial Service Award in accordance with the timeframe established by DAS.

13. Supervisor of the Year. The Supervisor of the Year award shall recognize the non-managerial supervisor whose leadership and supervisory performance has been most outstanding.

- a. Criteria. Candidates shall be considered as follows:
  - i. exceptional service to Division/Unit;
  - ii. exceptional commitment and service to the public;
  - iii. demonstrated leadership and supervisory skills in the performance of duties;
  - iv. demonstrated effective interpersonal communication skills;

Directive Number 2.9	Effective Date 10/1/2018	Page 4 of 8
Title Employee Recognition		

- v. record of career growth and development;
- vi. demonstrated commitment to the positive development of staff and offenders;
- vii. positive public image and role model;
- viii. creativity in the performance of duties to include implementation of cost saving measures; and,
- ix. a positive record of attendance and dependability in accordance with Administrative Directive 2.11, Employee Dependability.
- b. Eligibility. A current employee who has held a non-managerial supervisory position for at least one (1) year shall be eligible for nomination.
- c. Nominator. An individual may nominate an eligible supervisor. Only one (1) nomination shall be made from each unit by the Unit Administrator. The Unit Administrator shall review the nomination to ensure that the eligibility criteria have been met prior to forwarding to the Selection Committee.
- d. Selection. The selection process for this award shall be consistent with Section 5 of this Directive.

**14. Parole Officer of the Year**. The Parole Officer of the Year Award shall recognize the parole officer whose performance has been most outstanding.

- a. Criteria. A candidate shall be considered as follows:
  - i. outstanding service to the parole officer's unit;
  - ii. demonstrated leadership in the performance of the parole officer's duties;
  - iii. positive public image and role model;
  - iv. demonstrated effective interpersonal communication skills; and,
  - v. positive record of attendance and dependability in accordance with Administrative Directive 2.11, Employee Dependability.
- b. Eligibility. A parole officer with at least two (2) years of experience shall be eligible.
- c. Nominator. An individual may nominate a candidate who meets the eligibility requirements. Each nomination shall be submitted to the Unit Administrator by March 31. The Unit Administrator shall review the nomination to ensure that the eligibility criteria have been met prior to forwarding to the Selection Committee.
- d. Selection. The selection process for this award shall be consistent with Section 5 of this Directive.

**15. Correction Officer of the Year**. The Correction Officer of the Year Award shall recognize the correction officer whose performance has been most outstanding.

- a. Criteria. A candidate shall be considered as follows:
  - i. outstanding service to the officer's unit;
  - ii. demonstrated leadership in the performance of the officer's duties;
  - iii. positive public image and role model;
  - iv. demonstrated effective interpersonal communication skills; and,
  - v. positive record of attendance and dependability in accordance with Administrative Directive 2.11, Employee Dependability.
- b. Eligibility. A correction officer with at least two (2) years' experience shall be eligible.
- c. Nominator. An individual may nominate a candidate who meets the eligibility requirements. Each nomination shall be submitted to the Unit Administrator by March 31. The Unit Administrator shall review the nomination to ensure that the eligibility criteria have been met prior to forwarding to the Selection Committee.
- d. Selection. The selection process for this award shall be consistent with Section 5 of this Directive.
  - i. An application for the Department's selected Correction Officer of the Year shall be submitted by March 1 of the following year to the International Association of Correctional Officers for possible national recognition.

**16. Health Services Unit Employee of the Year**. The Health Services Unit Employee of the Year Award shall recognize the direct care employee whose performance during the previous year best represents excellence in service to the offender population and the Department of Correction.

- a. Criteria. A candidate shall be considered as follows:

Directive Number 2.9	Effective Date 10/1/2018	Page 5 of 8
Title Employee Recognition		

- i. demonstrates consistent excellence in providing health care to the offender population, and,
- ii. plays an active and beneficial role as an integral part of the institutional community.
- b. Eligibility. A full-time permanent Health Services Unit employee who provides direct care to offenders and who has been employed for a minimum of one (1) year shall be eligible.
- c. Nominator. A managerial employee may nominate an eligible employee for this award.
- d. Selection. The selection process for this award shall be consistent with Section 5 of this Directive.

17. Employee of the Year. The Employee of the Year award shall recognize the individual employee whose actions and/or performance during each year best represents the Department's mission and goals.
- a. Criteria. The employee who best represents commitment to the Department's mission and goals.
  - b. Eligibility. A full-time permanent employee of the Department and who has been employed for a minimum of one (1) year shall be eligible.
  - c. Nominator. An individual may nominate a candidate who meets the eligibility requirements. Each nomination shall be submitted to the Unit Administrator by March 31. The Unit Administrator shall review the nomination to ensure that the eligibility criteria have been met prior to forwarding to the Selection Committee.
  - d. Selection. The selection process for this award shall be consistent with Section 5 of this Directive.

18. Teacher of the Year. The Teacher of the Year Award shall recognize the teacher whose performance best represents a superior ability to inspire learning in students.
- a. Criteria. A candidate shall be considered as follows:
    - i. demonstrates exceptional skills and dedication to the field of correctional education;
    - ii. fosters the respect of students, colleagues and administrators;
    - iii. plays an active and beneficial role as an integral part of the institutional community, the school district and the community at large; and,
    - iv. promotes education as a lifelong activity.
  - b. Eligibility. A certified State schoolteacher or vocational instructor employed by the Department of Correction School District shall be eligible.
  - c. Nominator. A school administrator may nominate a candidate who meets the eligibility requirements. The Superintendent of Schools shall review the nomination to ensure that the eligibility criteria have been met prior to forwarding to the Selection Committee.
  - d. Selection. The selection process for this award shall be consistent with Section 5 of this Directive.

19. Unit of the Year. The Unit of the Year Award shall recognize a unit deserving of acknowledgement for exceptional performance.
- a. Criteria. The unit shall be considered as follows:
    - i. demonstration of a strong record of cooperative initiatives with other divisions;
    - ii. demonstration of a strong record of teamwork within the unit and/or the division;
    - iii. meeting or exceeding program goals and objectives; and,
    - iv. developing and administering new, innovative initiatives and exceptional contributions to the Department.
  - b. Eligibility. A unit or sub-unit shall be eligible.
  - c. Nominator. A Division may nominate a unit.
  - d. Selection. The selection process for this award shall be consistent with Section 5 of this Directive.

20. The Award for Excellence in Correctional Training and Staff Development. The Award for Excellence in Correctional Training and Staff Development shall recognize a full time

Directive Number 2.9	Effective Date 10/1/2018	Page 6 of 8
Title Employee Recognition		

permanent employee who displays a dedication and commitment to the field of correctional training and education above and beyond the scope of their established job duties. This award recognizes an employee who delivers training to a wide range of correctional employees on a variety of topics, who works to promote correctional development and education as a personal goal, mentors and encourages employees in their career development as well as their personal self-regard.

- a. Criteria. A candidate shall be considered as follows:
  - i. significant contributions to the field of correctional education and training for staff and the public;
  - ii. positive role model;
  - iii. ability to motivate and direct staff in the importance of training, both in delivery and participation;
  - iv. willingness and acceptance to mentor junior staff in their continuing education and training;
  - v. positive record of attendance and dependability in accordance with Administrative Directive 2.11, Employee Dependability; and,
  - vi. ability to maintain positive relations with staff and the public.
- b. Eligibility. A full time permanent employee, who has been employed by the Department for a minimum of one (1) year shall be eligible. A recipient of the Victor E. Harris Outstanding Instructor honor during the previous year shall be eligible for nomination of this annual award.
- c. Nominator. An individual may nominate a candidate who meets the eligibility criteria. The Unit Administrator shall review the nomination to ensure that the eligibility criteria have been met prior to forwarding to the Selection Committee.
- d. Selection. The selection process for this award shall be consistent with Section 5 of this Directive.

21. Innovator's Award. The Innovator's Award shall recognize an employee, unit or sub-unit that has demonstrated exemplary performance above and beyond normal job requirements by developing a successful idea or improving a process which resulted in significant improvements that greatly benefit the agency.

- a. Criteria. A candidate, unit or sub-unit shall be considered based on their idea or process improvement which has been implemented and has been successful resulting in one of the following:
  - i. save the agency financial resources;
  - ii. save the agency time;
  - iii. advance the agency technologically; or,
  - iv. enhance the overall efficiency of the agency. The idea must be consistent with the agency's vision and mission. It should also enhance the agency's strategic plan goals.
- b. Eligibility. An employee, unit or sub-unit shall be eligible.
- c. Nominator. A Unit Administrator may nominate a candidate who meets the eligibility requirements or a division may nominate a unit or sub-unit that meets the eligibility requirements.
- d. Selection. The selection process for this award shall be consistent with Section 5 of this Directive.

22. VIP of the Year. The VIP of the Year award shall recognize the individual Volunteer, Intern or Professional Partner (VIP) whose actions and/or performance during each year best represents the values of citizen involvement in correction.

- a. Criteria. The Volunteer, Intern or Professional Partner who dependably augments or supplements programs or services not ordinarily performed by Departmental employees.
- b. Eligibility. A Volunteer, Intern or Professional Partner who provides direct services to inmates or parolees for a period of at least one year shall be eligible.
- c. Nominator. Any designated VIP Coordinator may nominate a candidate who meets the eligibility requirements. The Director of the Volunteer and Recreation Services Unit shall review the nomination to ensure the eligibility criteria have been met before forwarding to the Selection Committee.

Directive Number 2.9	Effective Date 10/1/2018	Page 7 of 8
Title Employee Recognition		

d. Selection. The selection process for this award shall be consistent with Section 5 of this Directive.

23. Commissioner's Award. The Commissioner's Award shall recognize an individual(s) or organization whose leadership, service or performance has positively benefited the Department.

a. Criteria. An individual or organization shall be considered as follows:

- i. outstanding contribution to the Department;
- ii. impact of professionalism on the Department; and,
- iii. progress within the Department.

b. Eligibility. An individual or organization shall be eligible.

c. Selection. Selection shall be made by the Commissioner.

24. Distinguished Diversity Council Award. The Distinguished Diversity Council Award shall recognize a diversity council within the Department of Correction that has independently functioned to ensure that individual and cultural diversity is accepted and valued. This award recognizes a diversity council for its efforts at increasing the consciousness and appreciation of difference associated with heritage, characteristic, and values of many different group while respecting the uniqueness of each individual.

a. Criteria. A diversity council shall be considered as follows:

- i. A demonstrated effective forum for employee input and discussion with full visible support of management
- ii. A demonstrated focus and understanding of the objective and mission of diversity councils; and,
- iii. A record of commitment to awareness, respect and promotion of diversity amongst its employees.

b. Eligibility. A diversity council that has held regularly scheduled monthly meetings, and has been an active member of the Executive Diversity Council

c. Nominator. The Equal Employment Opportunity Director may nominate a diversity council to the Commissioner. The nomination shall indicate how the diversity council meets the criteria set forth in section 24 (a) of this directive.

d. Selection. Selection shall be made by the Commissioner.

25. Distinguished Wellness Award. This award shall recognize an employee, unit or sub-unit that demonstrates the strongest commitment to the Commissioner's ideals of employee wellness. The employee, unit or sub-unit will have demonstrated prolonged continuous successful employee wellness interventions and activities; have or participate in an active cross functional wellness committee with strong management sponsorship and clear and measurable goals and objectives.

a. Criteria: The entity nominated for this award will have applied many interventions, events or activities that are targeted to address facility or DOC specific wellness concerns and/or to improve overall employee wellness. The entity will also have a strong wellness support process to include a robust employee wellness committee. These may include:

i. Events and interventions:

1. Wellness fairs that include a wide variety of vendors, information, services, screenings, etc.
2. Targeted third-party or internal subject matter expert interventions for specific wellness topics relevant to the facility.

ii. Active and engaged wellness committee that feature:

1. Clear and obvious management level support;
2. Team focus and meeting agendas developed to strategically address facility or DOC issues;
3. Strong attendance and participation in meetings;
4. Team comprised of multiple functions from across the unit; and
5. Committee is coordinating its efforts with the agency wide employee wellness committee

b. Eligibility. An employee, unit or sub-unit shall be eligible.

Directive Number 2.9	Effective Date 10/1/2018	Page 8 of 8
Title Employee Recognition		

- c. Nominator. A Unit or District Administrator may nominate an individual staff member or unit.
- d. Selection. The selection process for this award shall be consistent with Section 5 of this Directive.

26. Professional Association Awards. Employees shall consider nominating an employee or unit for awards presented by any professional association or organization. Employees should forward information concerning such awards to the Director of Human Resources who shall maintain and disseminate a list of such awards. Any employee or unit nominated or selected for an award shall communicate the nomination or selection to the Office of the Commissioner and the Director of External Affairs. The awards of the American Correctional Association (ACA) are listed in Attachment A, American Correctional Association Awards. Any employee or contractor, who is an ACA member, may nominate an eligible employee for an award.

27. Forms and Attachments. The following forms and attachments are applicable to this Administrative Directive and shall be utilized for their intended function:

- a. CN 2901, Annual Awards Ceremony Nomination Form; and,
- b. Attachment A, American Correctional Association Awards

28. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.