



# Arkansas Community Correction

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## **ADMINISTRATIVE DIRECTIVE: 18-37 Employee Awards and Recognition Programs**

**TO:** Arkansas Community Correction Employees

**FROM:** Kevin Murphy, Director

**SUPERSEDES:** AD 18-36

**APPROVED:** Signature on File

**EFFECTIVE:** November 8, 2018

**I. APPLICABILITY.** This directive applies to all Arkansas Community Correction employees.

**II. POLICY.** Through an annual awards program, Arkansas Community Correction will acknowledge outstanding employee achievements that extend beyond regular duties and assignments. No award will be given for employees performing their regular job duties.

### **III. DEPARTMENT AWARD NOMINATIONS.**

**A. Eligibility.** The Human Resources Section must verify eligibility criteria are met upon receiving nominees. Nominees for awards must meet these eligibility criteria unless an exception has been made by the appropriate Deputy Director:

- have at least one year of active service in the department and must not be on probation unless an exception is made by the appropriate Deputy Director for an act of heroism. Nominees for the Promise Award must have at least six months of active service.
- must not have received any disciplinary actions within the previous or current rating periods
- must have an overall rating of Solid Performer or above on the most recent performance evaluation. This does not apply to nominees for the Promise Award.

**B. Achievement Considerations.** Employee achievements may include but are not limited to the following:

- significant contributions to the department's mission or goals or enhancement of its image
- setting an example of excellence in service
- improving department services
- exhibiting innovation or creativity that results in positive change
- preparing others for leadership roles and keeping a consistently positive attitude that enhances the performance and attitude of others
- volunteering off-duty time for the benefit of others or to further the agency's commitment to public service
- creating savings in cost and/or time through innovation.

**C. Award Categories and Eligibility.** The following describe the types of awards that may be presented annually, positions eligible for nomination and some supplemental information.

1. **Director's Award.** All ACC employees are eligible. This will be awarded at the discretion of the Director.
2. **Employee of the Year.** All ACC employees are eligible, except for Management Team members.
3. **Innovation of the Year.** All ACC employees are eligible, except for Management Team members. A working group or committee may be considered for this award.
4. **Hero Award.** Any employee who:
  - is motivated by a shared sense of the public good,
  - takes responsibility for the life and circumstances of those around him or her, and
  - whose actions or efforts improve the circumstances of others.
5. **Vision Award.** Center Supervisors, Area Managers, and Division Administrators are eligible. The award is presented for leadership, innovation, actions, and activities that represent the agency's desired future.

6. **Impact Award.** ACC Centers and Parole/Probation Areas are eligible. The award is presented to the center or area with a clear sense of purpose, whose operations and activities have the most powerful and influential impact on the community, the offenders and/or its employees.
7. **Horizon Award.** Assistant Center Supervisors and Assistant Parole/Probation Area Managers are eligible. The award is presented to an assistant supervisor or manager showing the promise of becoming an outstanding and innovative leader.
8. **Promise Award.** Any ACC employee who has been employed by the agency for less than two years is eligible. The award is presented to a first-time, new employee whose enthusiasm, achievement, and professionalism show a strong indication of success and the promise of future leadership.
9. **Parole/Probation Treatment Staff of the Year.** All Parole/Probation treatment staff who do not supervise other employees are eligible.
10. **Residential Services Treatment Staff of the Year.** All Residential Services treatment staff who do not supervise other employees are eligible.
11. **Parole/Probation Officer of the Year.** All Parole/Probation Officers and Agents are eligible; managers are not eligible.
12. **Residential Services Officer of the Year.** Residential Security employees who do not supervise other employees are eligible.
13. **Treatment Supervisor of the Year.** All ACC employees primarily involved with treatment who supervise other employees.
14. **Residential Services Supervisor of the Year.** Except for officers, the Center Supervisor, and the Assistant Center Supervisor, any Residential Services employee who supervises other employees is eligible.
15. **Parole/Probation Support Staff of the Year.** Except for officers and agents, all Parole/Probation employees who do not supervise other employees are eligible.
16. **Residential Services Support Staff of the Year.** Residential Services employees who do not supervise other employees are eligible.
17. **Central Office Staff Person of the Year.** All Central Office employees except administrators are eligible.

#### **IV. PROCESSING DEPARTMENT NOMINATIONS AND AWARDS.**

- A.** Any employee may nominate another eligible employee or group for an award by submitting an Employee Award Nomination Form 1 by the deadline established by Human Resources.
- B.** An employee may be considered for awards in multiple categories and may be nominated for an award he/she previously received. However, an individual employee may not nominate the same person or group for more than one award.
- C.** Employee award nominations must be submitted through the employee's immediate supervisor who will review and forward eligible nominations to the Area Manager or Center Supervisor who, in turn, will forward them to the appropriate Deputy Director by the deadline established by Human Resources.
- D.** The Deputy Director may screen or choose to use a committee to screen nominations and make recommendations by the deadline to verify the nominees' achievements. The Deputy Director will forward the verified nominations to the Chief Deputy Director for final review.
- E.** Prior to Management Team consideration, the Chief Deputy Director will forward the nominees to the Human Resources Administrator who will verify that those selected are eligible to receive the awards and all information is correct. The Communications Division will ensure appropriate documents are prepared and available for presentation.
- F.** Department awards will be presented annually at an appropriate ceremony as determined by the Director.
- G.** Award decisions cannot be grieved or appealed.

#### **V. AREA/CENTER/CENTRAL-OFFICE-SECTION AWARD NOMINATIONS.**

Areas, Centers, and Central Office Sections may present awards and organize award ceremonies as approved by the applicable Area Manager/Center Supervisor/Section Supervisor. The Communications Division should be notified of any scheduled ceremonies and provided with a list of recipients and photos following the presentations.

**VI. CAREER SERVICE AWARDS.** The Human Resources Section must provide completed certificates to recognize employees after five years of service and every five years thereafter. Area Managers, Center Supervisors and Central Office Section Supervisors must ensure employees receive the certificates in a timely manner.

**VII. AWARD CEREMONIES/PROCUREMENT OF AWARDS/GIFTS.** Agency funds cannot be used to hold award ceremonies, purchase awards, or provide gifts for employees. Employee Associations of the ACC and the Arkansas Association of Correctional Employees (AACET) are authorized and encouraged to finance the various award functions and solicit donations in accordance with any applicable law and policy. Awards may be subject to tax. Employees are responsible for determining whether awards are taxable, in accordance with state and federal tax laws.

**VIII. FORMS.**

AD 18-37 Form 1 Employee Award Nomination

**Arkansas Community Correction**  
**EMPLOYEE AWARD NOMINATION**

**Nominee:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

**Nominated by:** \_\_\_\_\_ (Provide justification on the second page of this form)

**Division:**  Residential Services  Parole/Probation Services - Area: \_\_\_\_\_  
 Director's Staff  Chief Deputy Director's Staff  
 Administrative Services  Communications Division

**NOMINATED FOR (Select one category for this nomination):**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Employee of the Year   | <input type="checkbox"/> Promise Award                            | <input type="checkbox"/> Treatment Supervisor of the Year                      |
| <input type="checkbox"/> Innovation of the Year | <input type="checkbox"/> P/P Treatment Staff of the Year          | <input type="checkbox"/> Residential Services Supervisor of the Year           |
| <input type="checkbox"/> Hero Award             | <input type="checkbox"/> Residential Treatment Staff of the Year  | <input type="checkbox"/> Parole/Probation Support Staff Person of the Year     |
| <input type="checkbox"/> Vision Award           | <input type="checkbox"/> Parole/Probation Officer of the Year     | <input type="checkbox"/> Residential Services Support Staff Person of the Year |
| <input type="checkbox"/> Impact Award           | <input type="checkbox"/> Residential Services Officer of the Year | <input type="checkbox"/> Central Office Support Staff Person of the Year       |
| <input type="checkbox"/> Horizon Award          |   |  |

**Reviewers in the Nominee's Supervisory Chain, if Any, Sign to Indicate Review:**

_____ Nominee's Supervisor Signature (if applicable)	_____ Printed Name	_____ Date	_____ Phone
_____ Intermediate/Higher Supervisor's Signature	_____ Printed Name	_____ Date	_____ Phone
_____ Next Higher (if any) Supervisor's Signature	_____ Printed Name	_____ Date	_____ Phone

**DIVISION DEPUTY DIRECTOR:**  
 Submitted to Human Resources Administrator for Management Team Consideration OR  NOT Submitted

_____ Division Director's Signature	_____ Printed Name	_____ Date	_____ Phone
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**Arkansas Community Correction**  
**EMPLOYEE AWARD NOMINATION**

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**Nominee:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

**HUMAN RESOURCES ADMINISTRATOR REVIEW:**

Eligibility Criteria  are met (submit this to Management Team) **OR**  are not met. If not met, inform the Deputy Director

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**Justification Information  
Provided by Nominator**

**Nominee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Person Submitting  
Nomination:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Following is my justification for the above-named employee/group being nominated for an award:**

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