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Department of Corrections

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RICHARD F. ALLEN
COMMISSIONER

April 20, 2009

**ADMINISTRATIVE REGULATION
NUMBER 218**

OPR: ADMINISTRATION

ANNUAL EMPLOYEE AWARDS PROGRAM

I. GENERAL

This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes responsibilities, policies, and procedures for the Annual Employee Awards Program and outlines nominating procedures, awards criteria, methods of selection, and deadlines for recommendations.

II. POLICY

It is the policy of the ADOC to foster moral and recognize deserving employees through the Awards Program.

III. DEFINITION(S) AND ACRONYM(S)

This section is not used.

IV. RESPONSIBILITIES

- A. The Commissioner/designee will:
 - 1. Appoint the selection committee annually from a cross selection of departmental employees.
 - 2. Select an employee for the Commissioner's Award of the Year.
- B. The Associate Commissioner of Administrative Services has the responsibility for coordinating the Employee Awards Program.
- C. The selection committee is responsible for selecting an employee for the respective Departmental Awards from the submitted nominations as set forth in this regulation.

- D. All ADOC employees are responsible for complying with the guidelines set forth in this regulation.

V. **PROCEDURES**

A. Nominating.

1. An employee may submit a nomination for the following awards:
Employee of the Year,
Professional Secretary of the Year,
Clerical Personnel of the Year,
Security Personnel of the Year,
Support Personnel of the Year,
Outstanding Maintenance Employee of the Year,
Outstanding Chaplain of the Year,
Outstanding Steward of the Year,
Security Supervisor of the Year, and
Support Supervisor of the Year
Alabama Corrections Industry Employee of the Year
2. The employee must complete ADOC Form 218-A, *Nomination For Award* and submit through supervisory channels to the appropriate Associate Commissioner **to arrive no later than October 1st** of each year.
3. The Associate Commissioner shall forward the employee nominations to the Commissioner **to arrive no later than November 1st** of each year. The Associate Commissioners are encouraged to add comments to any of the nominations.
4. Heads of special staff agencies, not under the supervision of an Associate Commissioner, may submit one (1) nomination of each of the above categories to the Commissioner **to arrive no later than November 1st** of each year.
5. See Attachment A, *Annual Employee Departmental Awards and Eligibility Criteria* for a listing of awards and eligible criteria.
6. Correctional Officer of the Year. The Wardens/Division Directors may submit a nomination using ADOC Form 218-A to the respective Associate Commissioner or Institutional Coordinators of Community Based Institutions/Work Release Institutions Programs **to arrive no later than October 1st** of each year.
7. Warden of the Year. Any employee may submit a nomination using ADOC Form 218-A to the Associate Commissioner of Operations for major institution or to the Institutional Coordinators

of Community Based Institutions/Work Release Institutions Programs **to arrive no later than October 1st** of each year. The Associate Commissioner of Operations or Institutional Coordinators should submit nominations to the Commissioner's office **to arrive no later than November 1st** of each year.

8. Division Director of the Year. Any employee may submit a nomination using ADOC Form 218-A to the appropriate Associate Commissioner **to arrive no later than October 1st** of each year. The Associate Commissioner should submit nominations to the Commissioner's office **to arrive no later than November 1st** of each year.
9. Commissioner's Award. An Associate Commissioner, Institutional Coordinator, Warden III, Warden II, Warden I or Division Director may submit a nomination using ADOC Form 218-A to the Commissioner's office **to arrive no later than November 1st** of each year.
10. All nominations must be submitted on ADOC Form 218-A. Nominations for awards will be judged on the basis of content. Selection of awards will be made without regard of race, sex, religion, or country of origin.

B. Award Criteria. To be eligible for an award:

1. The employee must have worked for the ADOC in their current position for at least the previous twelve months prior to the nomination.
2. The employee must have had an exemplary work record for at least the previous twelve months prior to the nomination.
3. His/her immediate supervisor must receive the nomination form even if nominated by someone other than immediate supervisor.
4. The employee must be clearly outstanding when compared with other employees of like duties and responsibilities. Outstanding accomplishments must be clearly delineated and supported with factual data included in the nomination.

C. Selection Process.

1. The Selection Committee will consist of a chairperson and a minimum of six (6) members.
2. The Selection Committee will make a selection from the provided nominations for each departmental award for each category.

3. The Selection Committee will make a selection from the submitted nominations for three (3) Correctional Officers of the Year, one (1) from each of the three regions.
4. The Commissioner will select the recipient(s) of the Commissioner's Award of the Year.

VI. DISPOSITION

Any forms used will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

VII. FORMS

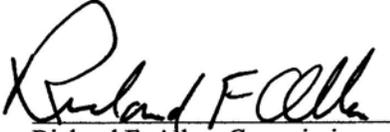
- A. ADOC Form 218-A, *Nomination for Award*.

VIII. SUPERCEDES

- A. This Administrative Regulation supersedes AR 218, *Annual Awards Program*, dated February 9, 2005 and any changes.

IX. PERFORMANCE

None with this AR.


Richard F. Allen, Commissioner

ANNEX('S):

- A. Annex A, *Annual Employee Departmental Awards and Eligibility Criteria*.

ALABAMA DEPARTMENT OF CORRECTIONS

NOMINATION FOR AWARD

(Please type or print)

Name of Nominee: _____ Institution/Division: _____

Name of Nominator: _____ Award Category: _____

Nominee's Present Position: _____

Date Appointed to Present Position: _____

How long has he/she been with the Department: _____

What specific achievements merit your nomination?

In what ways does this employee excel over employees in similar positions?

Immediate Supervisor's Comments:

ANNUAL EMPLOYEE DEPARTMENTAL AWARDS and ELIGIBILITY CRITERIA

1. **Employee of the Year:** Must be an employee in a non-supervisory status or a supervisor of no more than two other employees.
2. **Alabama Corrections Industry (ACI) Employee of the Year:** Must have been in as and ACI employee for at least twelve months of the preceding year.
3. **Professional Secretary of the Year:** Must have been working as a secretary for at least twelve months of the preceding year.
4. **Clerical Personnel of the Year:** Must have been working in a clerical support position, such as a clerk or data entry operator, for at least twelve months of the preceding year.
5. **Security Personnel of the Year:** Must have been working as a security person for at least twelve months of the preceding year.
6. **Support Personnel of the Year:** Must have been working in a support type position for at least twelve months of the preceding year.
7. **Outstanding Maintenance Employee of the Year:** Must have been working as a maintenance person for at least twelve months of the preceding year.
8. **Outstanding Chaplain of the Year:** Must have been working as a Chaplain for at least twelve months of the preceding year.
9. **Outstanding Steward of the Year:** Must have been working in a steward position for at least twelve months of the preceding year.
10. **Security Supervisor of the Year:** Must supervise three or more employees as part of his/her regularly assigned duties and **not** be eligible for selection as Warden of the Year, Director of the Year, or Correctional Officer of the Year. Must have been in a security supervisory position for at least twelve months of the preceding year.
11. **Support Supervisor of the Year:** Must supervise three or more employees as part of his/her regularly assigned duties and not be eligible as Warden of the Year, Director of the Year, or Correctional Officer of the Year. Must have been in a support supervisory position for at least twelve months of the preceding year.
12. **Correctional Officer of the Year for the Northern, Central, and Southern Regions:** Must have been performing duties as a Correctional Officer for at least twelve months of the preceding year.
13. **Warden III of the Year:** Must be presently assigned as a Warden III of a major institution.
14. **Warden II of the Year:** Must be presently assigned as a Warden II of a major institution or Community Based Institution/Work Release Institution.
15. **Warden I of the Year:** Must be presently assigned as a Warden I at a major institution or a Community Based Institution/Work Release Institution.
16. **Division Director of the Year:** Must be presently assigned as a Division Director, or director of a staff agency/institution with permanent status.
17. **Commissioner's Award of the Year:** Any individual who has been employed by the Department for at least twelve months who as performed well above the normal call of duty.

Annex A to AR 218 – April 20, 2009