

**NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
317**

EMPLOYEE AWARDS AND COMMENDATIONS

Supersedes: AR 317 (06/17/12) and AR 317 (Temporary, 03/01/13)
Effective Date: 03/19/13

AUTHORITY:

NRS 209.131, NRS 285.010 - 285.070, SAM 2644.0, 2646.0, 2648.0

RESPONSIBILITY

Appointing Authorities are responsible to comply with this regulation.

317.01 WRITTEN COMMENDATION

1. The Director/designee must approve any official written commendation before it is issued.
2. Any supervisor may make a written recommendation via their chain of command.
3. All recommendations for commendation should answer the following questions:
 - A. Who;
 - B. What;
 - C. When;
 - D. Where; and
 - E. Why
4. Upon approval by the Appointing Authority, the official written commendation must be prepared on Department letterhead in block format. It should contain the signature block of the Appointing Authority with a concurring signature block for the Director or designated representative.
5. Distribution will be as follows:

- A. Original – Employee;
- B. Copy – NDOC Human Resources– employee file;
- C. Copy – State Division of Human Resource Management employee file
- D. Copy – Supervisory file

317.02 ANNUAL EMPLOYEE AWARDS

1. Institutions with more than 100 employees will select one (1) each uniformed and non-uniformed employee of the year.
2. Facilities with less than 100 employees will select one (1) employee of the year, which may be either uniformed or non-uniformed.
3. Director’s Office staff will select one (1) employee of the year.
4. Prison Industries will select one (1) employee of the year.
5. The Medical Division will select one (1) employee of the year.
6. The Programs Division will select one (1) employee of the year.
7. The Department will recognize a volunteer of the year for each institution and one rural area.
8. Nomination Criteria:
 - A. Must have worked for the Department for one (1) year prior to nomination;
 - B. The Department File must not contain disciplinary action or a below standard evaluation for at least twelve (12) months prior to nomination;
 - C. Must be recommended by the supervisor, even if nominated by someone else;
 - D. Must be below the rank of Associate Warden; and
 - E. Must not be a Division Head or Appointing Authority.
9. Supervisors below the rank of Associate Warden are eligible for the Supervisor of the Year Award.
10. Those selected as Employee of the Year or Supervisor of the Year for their assigned

institution/facility/division are eligible to compete for the Director's Award for Excellence. Nominations for the Director's Award for Excellence are to be submitted via the chain of command to the Appointing Authority for a final decision.

11. Final nominations will be forwarded to the Division Administrator Human Resources.

A. Nominations for this award will open on December 1st of each year.

B. The Director will make the final selection.

12. Presentation of the Director's Award for Excellence will be conducted at an event designated by the Director.

317.03 MERIT AWARD PROGRAM

1. The Merit Award Program and its Board are established by statute. It serves as a program for all state employees and is designated as the "Good Government, Great Employees Award." More information about the Merit Award Board can be found at <http://dop.nv.gov/MABPAGE.html>.

2. The Department will participate by reporting its findings and recommendations to the Merit Award Board within 30 days.

3. Submitted suggestions shall be in writing, using the automated suggestion form located at <http://dop.nv.gov/Forms/MeritAwardSuggestionForm.pdf>.

317.04 SERVICE AWARD PROGRAM

1. The Director may present service awards to employees for faithful and exceptional service.

A. Separation must not be through unfavorable conditions such as termination.

B. An employee must have a minimum of ten (10) years of continuous service with the Department.

2. The service award will be a plaque and may not exceed \$50.00 and it is a liability of the employee fund.

A. An employee with a minimum of 20 years of State service will receive one (1) set of Department coins mounted in the plaque, as available.

B. Shadow Box plaques are available for an additional fee to purchase by the employee. This can only be paid for by check. Cash will not be accepted.

C. A Folger Adams key and/or personal badge may be mounted as supplied by employee.

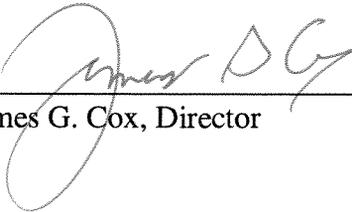
3. The Human Resources Division shall determine qualifying factors from information contained in the employee's personnel file, and shall notify Prison Industries in writing.

317.05 NEVADA STATE EMPLOYEE RECOGNITION WEEK

1. During Nevada State Employee Recognition Week, Appointing Authorities will organize events and activities to celebrate and honor all employees of the Department.

APPLICABILITY

1. This regulation applies to all employees of the Department.
2. This regulation does not require an operational procedure.
3. This regulation requires an audit.


James G. Cox, Director

3/19/13
Date