

**NEVADA DEPARTMENT OF CORRECTIONS  
ADMINISTRATIVE REGULATION  
317**

**EMPLOYEE AWARDS AND COMMENDATIONS**

**Supersedes:** AR 317 (06/17/12) and AR 317 (Temporary, 03/01/13); 03/19/13;  
(Temporary, 07/05/17)  
**Effective Date:** 08/30/17

**PURPOSE**

To create and encourage programs to acknowledge and formally recognize exemplary performance, and continuous service of our employees.

**AUTHORITY:**

NRS 209.131, NRS 285.080; NRS 285.005 - 285.070, State Administrative Manual (SAM)  
2644, 2646, 2648

**RESPONSIBILITY**

The Deputy Director of Support Services shall be responsible for administration of this regulation.

The Human Resource Division Administrator shall be responsible to ensure the implementation of this regulation.

All employees 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 – Nevada State Division of Human Resource Management employee file

D. Copy – Supervisory file

### **317.02 ANNUAL EMPLOYEE AWARDS**

1. Institutions with more than 100 employees may select one (1) uniformed and one (1) non-uniformed employee of the year.

2. Facilities with less than 100 employees may select one (1) employee of the year, which may be either uniformed or non-uniformed.

3. Director's Office staff may select one (1) employee of the year.

4. The Director's Office staff may select one (1) supervisor of the year.

5. Prison Industries may select one (1) employee of the year.

6. The Medical Division may select one (1) employee of the year.

7. The Programs Division may select one (1) employee of the year.

8. The Department will recognize one (1) volunteer from each institution. The award/gift for any volunteer shall not exceed \$25.00 pursuant to Section 2646 of the SAM.

9. Nomination Criteria for annual awards:

A. The nominated employee must have worked for the Department for a minimum of one (1)

year prior to nomination;

B. The nominated employee must Personnel File(s) must not contain any disciplinary action (written reprimands, suspensions, or demotions) or a below standard evaluation for at least twelve (12) months prior to nomination;

C. The nominated employee must be recommended by the supervisor, even if nominated by someone else;

D. The nominated employee must be below the rank of Associate Warden; and

E. The nominated employee must not be a Division Head or Appointing Authority.

10. Supervisors below the rank of Associate Warden are eligible for the Supervisor of the Year Award so long as they meet the criteria set forth in Section 318.02(8) of this Administrative Regulation.

11. Those employee(s) 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.

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

A. Nominations for awards will be accepted on or after December 1<sup>st</sup> of each year.

B. The Director or designee shall make the final selection.

13. 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. The program was created to reward people for money savings ideas and to recognize efforts and contributions to increase the efficiency and productivity of the State of Nevada. 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://hr.nv.gov/Boards/MeritAward/Merit\\_Award\\_Board](http://hr.nv.gov/Boards/MeritAward/Merit_Award_Board).

2. If an NDOC employee is suggested to the Board and NDOC received notification of the suggestion, the Director shall report his or her findings and recommendations to the Board within 30 days. The report must discuss the matters set forth in NRS 285.060(2).

3. Submitted suggestions shall be in writing, using the automated suggestion form located at the Merit Board website  
<http://hr.nv.gov/uploadedFiles/hrnvgov/Content/Resources/Forms/Employee/MeritAwardBoardSuggestionFormPDF.pdf>

#### **317.04 SERVICE AWARD PROGRAM**

1. The Director may present service awards to employees for faithful and exceptional service.
  - A. Separation from service must not be through unfavorable conditions, including, but not limited to, dismissals or resignations in lieu of termination..
  - B. An employee must have a minimum of ten (10) years of continuous service with the Department to receive a Service Award.
2. The service award will be a plaque, the cost of which must not exceed \$50.00, and shall be paid from the employee fund. A service award plaque will only be provided if there are sufficient funds available for such awards.
  - 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 to the plaque 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, for the preparation of the award.

#### **317.05 NEVADA STATE EMPLOYEE RECOGNITION WEEK**

1. During Nevada State Employee Recognition Week, Appointing Authorities may organize events and activities to celebrate and honor all employees of the Department, as funds are available.

#### **APPLICABILITY**

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

3. This regulation does not require an audit.

  
James Dzurenda, Director

8/30/17  
Date