

*North Carolina Department
of Correction*

*Correction Enterprises
Employee Recognition
Award*



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Purpose:

The Correction Enterprise Employee of the Year recognition program was created to acknowledge and express appreciation for outstanding accomplishments made by employees of Correction Enterprise. The accomplishments need not fall entirely within the scope of normal duties but shall be in the nature of a major contribution reflecting NCCE service and credit on the person. The accomplishment or contribution must be so singularly outstanding that special recognition is justified.

Employees are nominated for the award by other State Employees in Correction Enterprises including their supervisor, co-workers and subordinated. Nomination form can be found in Appendix A or on the NCCE website:

www.correctionenterprises.com

Awards are presented in 6 categories:

- Outstanding Customer Service
- Workplace Improvement
- Quality
- Safety
- Inmate Improvement/Training
- Heroism

The Nomination deadline is set annually by the director.

Selection Criteria

Nominees should have made major contributions reflecting improvement in NCCE. The services or accomplishments must be so outstanding that special recognition is justified. Nominations may be made for meritorious or outstanding performance or for a special act or distinguished accomplishment. The performance upon which the selection is based must be clearly above and beyond that which would be expected from dedicated employees who are fully and competently discharging all of the duties and satisfying all of the requirements of their job. When the accomplishment is closely connected with the performance of normal duties, it may be necessary to consider how it was beyond the scope of normal activity.

Employees not Eligible:

The following employees are not eligible for nomination:

- Nominees with any active disciplinary action
- Nominees with any active Action Plan
- Nominees with less than 12 months of NCCE service with the exception in Heroism category with any length of NCCE service

Awards Committee Members:

The committee consists of seven to ten employees of NCCE. Members are appointed annually by the Director of Correction Enterprise. Committee will consist of a minimum of one representative from personnel, two representatives from Enterprise Administrative Support Services, four from operation. Committee will consist of supervisory and non-supervisory personnel.

The committee will select the employees to receive the Employee of the Year Awards in each category and an overall employee of the year. A nomination submitted shall be reviewed as follows:

- Nominations will be reviewed for any disciplinary actions;
- Nominations will be ranked independently by each member of the committee;
- Upon complete evaluation of all eligible candidates the selection of the award recipients will be made by a committee majority vote.

Recognition and Categories

Winning employees will be recognized and awards will be presented annually at the Employee Picnic.

Outstanding Customer Service

Exhibits a clear and concise knowledge of product(s) or service(s) provided by NCCE employee; positive attitude with dealing with customers internal and external, believes in and publicly supports the mission of Correction Enterprises.

Workplace Improvement

Establishment of a program, a process, or procedure to improve workplace efficiency, produces cost savings to NCCE, and/or increase employee morale.

Quality

Establish a process, procedure, or program that increases customer satisfaction with finished product produced by NCCE.

Safety

Designs a program or training procedure that results in improvement of employee and/or inmate safety.

Inmate Improvement/Training

Develops and implements a program for inmates to improve in job skills, productivity, or training for NCCE.

Heroism

Demonstrated outstanding judgment or courage in an emergency; voluntarily risking his/her life, or exhibited meritorious action to prevent injury, loss of life or prevented damage to or loss of property. May or may not be given each year. A member of agencies such as an EMS or Fire Department team responding to normal call duties is ineligible. Heroism can be on or off normal job hours.

Employee of the Year:

Selection for employee of the year will be made from the nominations submitted in Outstanding Customer Service, Workplace Improvement, Quality, Safety, and Inmate

Improvement/Training. The person selected will have had the biggest, positive impact on NCCE than all the other nominations.

Appendix A

Nomination Rules

Any nomination not in compliance with the following rules **will not be considered** by the Correction Enterprise Selection Committee:

- **In addition to the nomination form, the description of why the person is being nominated must be limited to (2) typed pages on the nomination form.**
- **All information on the nomination form must be complete.**
- **Person(s) submitting the nomination must type/print and sign their name(s) on the form.**
- **Only one category may be selected on each nomination form.**

Qualifying Employees

Nominees must be permanent Correction Enterprise State Employees, including managers and administrators, who are Subject to the Personnel Act (SPA). Nominees should have made major contributions reflecting credit on themselves and State service. The services or accomplishments must be so outstanding that special recognition is justified. Nominees with any disciplinary action or action plan are ineligible.

Categories

Outstanding Customer Service

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Employee of the Year:

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Employee of the Year Recognition
Nomination Form

Please return this form to Jamie Parker, PJG07@doc.state.nc.us by: **June 26, 2009**
Fax Number: (919)716-3974 or 2020 Yonkers Rd., Raleigh, NC 27699
Any forms received after the above date will not be accepted.

Nominee: _____ Plant Location: _____

Check **one**:

- Outstanding Customer Service Safety Quality
 Workplace Improvement Inmate Improvement/Training Heroism
(Definitions provided in policies and procedure manual)

Nominator: _____ Work Phone Number: _____

Plant Location: _____ Date Submitted: _____

Job Title and Normal Job Duties:

Several members of the Selection Committee are not familiar with Correction Enterprises job duties. Provide the nominee's working title and a brief explanation of job duties in the space below.
