



North Carolina Department of Public Safety

*Prevent. Protect. Prepare.*

# *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](http://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 Support Services. 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**

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**

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#### **Quality**

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**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.





Employee of the Year Recognition  
Nomination Form

Please return this form to Carlton Richardson [Carlton.Richardson@ncdps.gov](mailto:Carlton.Richardson@ncdps.gov)  
by: \_\_\_\_\_, 2012

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.

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