



# Arkansas Community Correction

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## **ADMINISTRATIVE DIRECTIVE: 15-18 EMPLOYEE AWARDS PROGRAM**

**TO: ARKANSAS COMMUNITY CORRECTION EMPLOYEES**

**FROM: SHEILA SHARP, DIRECTOR**

**SUPERSEDES: AD14-09**

**APPROVED: Signature on File EFFECTIVE: November 17, 2015**

**I. APPLICABILITY.** This directive applies to all Arkansas Community Correction employees.

**II. POLICY.** Arkansas Community Correction will acknowledge outstanding employee achievements through an annual awards program.

### **III. DEPARTMENT AWARD NOMINATIONS.**

**A. Eligibility.** The Human Resources Section must verify eligibility criteria are met upon receiving nominees. Nominees for awards must meet these eligibility criteria:

- have at least one year of active service in the department and must not be on probation
- must not have received any disciplinary actions within the previous or current rating periods
- must have an overall rating of satisfactory or above on performance evaluation rating during the award period.

**B. Achievement Considerations.** Employee achievements may include but are not limited to the following:

- significant contributions to the department's mission or goals or enhancement of its image
- setting an example of excellence in service
- improving department services
- exhibiting innovation or creativity
- helping others improve

- developing new job-related skills
- keeping a consistently positive attitude, and
- creating savings in cost and/or time.

**C. Award Categories and Eligibility.** The following describe the types of awards that may be presented annually, positions eligible for nomination and some supplemental information.

- 1. Director's Award.** All ACC employees are eligible. This will be awarded at the discretion of the Director.
- 2. Employee of the Year.** All ACC employees are eligible, except for Management Team members.
- 3. Special Project of the Year.** All ACC employees are eligible, except for Management Team members. A working group or committee may be considered for this award.
- 4. Hero Award.** Any employee who:
  - is motivated by a shared sense of the public good,
  - takes responsibility for the life and circumstances of those around him or her, and
  - whose actions or efforts improve the circumstances of others.
- 5. Vision Award.** Center Supervisors and Area Managers are eligible. The award is presented to the supervisor or manager whose leadership, innovation, actions, and activities represent the agency's desired future.
- 6. Impact Award.** ACC Centers and Parole/Probation Areas are eligible. The award is presented to the center or area with a clear sense of purpose, whose operations and activities have the most powerful and influential impact on the community, the offenders and/or its employees.
- 7. Horizon Award.** Assistant Center Supervisors and Assistant Parole/Probation Managers are eligible. The award is presented to an assistant supervisor or manager who shows the promise of becoming an outstanding, effective and innovative leader.
- 8. Treatment Staff of the Year.** All ACC employees involved with treatment who do not supervise other employees.
- 9. Parole/Probation Officer of the Year.** All Parole/Probation Officers and Agents are eligible; managers are not eligible.
- 10. Residential Services Officer of the Year.** Residential Security employees who do not supervise other employees are eligible.

- 11. Treatment Supervisor of the Year.** All ACC employees primarily involved with treatment who supervise other employees.
- 12. Residential Services Supervisor of the Year.** Residential Services employees who supervise other employees are eligible; with the exception of the Center Supervisor and Assistant Center Supervisor.
- 13. Parole/Probation Support Staff Person of the Year.** All Parole/Probation employees who do not supervise other employees are eligible.
- 14. Residential Services Support Staff Person of the Year.** Residential Services employees who do not supervise other employees are eligible.
- 15. Central Office Support Staff Person of the Year.** Central Office employees who do not supervise other employees are eligible.

#### **IV. PROCESSING DEPARTMENT NOMINATIONS AND AWARDS.**

- A.** Any employee may nominate another eligible employee or group for an award by submitting Employee Award Nomination Form 1 by the deadline established by Human Resources.
- B.** An employee may be considered for awards in multiple categories and may be nominated for an award he/she received previously. However, an individual employee may not nominate the same person or group for more than one award.
- C.** Employee award nominations must be submitted through the employee's immediate or higher supervisor who will review and forward eligible nominations to the appropriate Deputy Director by the deadline established by Human Resources.
- D.** The Deputy Director may screen or choose to use a committee to screen nominations and make recommendations by the deadline. The Deputy Director will use a sealed envelope marked "Confidential" to forward to the Human Resources Administrator the nomination forms for no more than two nominees for each award category by the deadline established by Human Resources.
- E.** The Human Resources Administrator will ensure award nominations are appropriately screened and presented to the Management Team for selection. The Communications Division will ensure appropriate documents are prepared and available for presentation.
- F.** Department awards will be presented annually at an appropriate ceremony as determined by the Director.
- G.** Award decisions may not be grieved or appealed.

**V. AREA/CENTER/CENTRAL-OFFICE-SECTION AWARD NOMINATIONS.**

Areas, Centers, and Central Office Sections may present awards and organize award ceremonies as approved by the applicable Area Manager/Center Supervisor/Section Supervisor. The Communications Division should be notified of any scheduled ceremonies and provided with a list of recipients and photos following the presentations.

**VI. CAREER SERVICE AWARDS.** Area Managers, Center Supervisors and Central Office Section Supervisors must ensure employees receive a Certificate of Recognition for years of service to the state after every five years of service. The Human Resources Section must provide completed certificates.

**VII. AWARD CEREMONIES/PROCUREMENT OF AWARDS/GIFTS.**

Agency funds must NOT be used to hold award ceremonies, purchase awards or provide gifts for employees. Employee Associations of the ACC and the Arkansas Association of Correctional Employees (AACET) are authorized and encouraged to finance the various award functions and solicit donations in accordance with any applicable law and policy. Awards may be subject to tax. Employees are responsible for determining whether awards are taxable, in accordance with state and IRS tax regulations.

**VIII. FORMS.**

AD 15-18 Form 1 Employee Award Nomination

**Arkansas Community Correction**  
**EMPLOYEE AWARD NOMINATION**

**Nominee:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

**Nominated by:** \_\_\_\_\_ (Provide justification on the second page of this form)

**Division:**     Residential Services                       Parole/Probation Services - Area: \_\_\_\_\_  
 Director's Staff                                       Chief Deputy Director's Staff  
 Administrative Services                       Communications Division

**NOMINATED FOR** (Select one category for this nomination):

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Employee of the Year        | <input type="checkbox"/> Horizon Award                            | <input type="checkbox"/> Residential Services Supervisor of the Year           |
| <input type="checkbox"/> Special Project of the Year | <input type="checkbox"/> Treatment Staff of the Year              | <input type="checkbox"/> Parole/Probation Support Staff Person of the Year     |
| <input type="checkbox"/> Hero Award                  | <input type="checkbox"/> Parole/Probation Officer of the Year     | <input type="checkbox"/> Residential Services Support Staff Person of the Year |
| <input type="checkbox"/> Vision Award                | <input type="checkbox"/> Residential Services Officer of the Year | <input type="checkbox"/> Central Office Support Staff Person of the Year       |
| <input type="checkbox"/> Impact Award                | <input type="checkbox"/> Treatment Supervisor of the Year         |  |

**Reviewers in the Nominee's Supervisory Chain, if Any, Sign to Indicate Review:**

Nominee's Supervisor Signature (if applicable)	Printed Name	Date	Phone
Intermediate/Higher Supervisor's Signature	Printed Name	Date	Phone
Next Higher (if any) Supervisor's Signature	Printed Name	Date	Phone

**DIVISION DEPUTY DIRECTOR:**  
 Submitted to Human Resources Administrator for Management Team Consideration OR  NOT Submitted

Division Director's Signature	Printed Name	Date	Phone
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**Arkansas Community Correction**  
**EMPLOYEE AWARD NOMINATION**

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**Nominee:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

**HUMAN RESOURCES ADMINISTRATOR REVIEW:**

Eligibility Criteria  are met (submit this to Management Team) **OR**  are not met. If not met, inform the Deputy Director

**MANAGEMENT TEAM DECISION**

Committee Decision:       Selected               Not Selected

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**Arkansas Community Correction**  
**EMPLOYEE AWARD NOMINATION (continued)**  
**Justification Information**

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**Nominee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Person Submitting**  
**Nomination:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Following is my justification for the above-named employee/group being nominated for an award:**

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