



PROBATION AND PAROLE BUREAU STANDARD OPERATING PROCEDURES

Procedure No.: P&P 20-18	Subject: EMPLOYEE OF THE QUARTER
Reference: DOC 1.1.1; P&P 10-1	Page 1 of 2
Effective Date: 11/06/09	Revision Dates:
Signature / Title: /s/ Ron Alsbury	

I. BUREAU DIRECTIVE:

The Probation & Parole Bureau recognizes employees who have given outstanding performances in job duties within each region on a quarterly basis.

II. DEFINITIONS:

None.

III. PROCEDURES:

A. Eligibility Requirements:

Nominees cannot have had any disciplinary action against them during the quarter for which they are nominated for. Nominees should have displayed the highest standards of ethics and professionalism during the quarter.

B. Nomination Procedures:

Employees may nominate co-workers they feel deserve this recognition by completing *P&P 20-18(A) Nomination for Employee of the Quarter* for each nominee and submitting it to the Regional Administrator (RA).

C. Selection Process:

The RA and Local Management Team will review all nominations and select a recipient for the award. If nominations have not been submitted, the RA and Local Management Team may select an employee whom they feel deserves this recognition; however, there is no requirement to have an Employee of the Quarter.

D. Incentives for Recognition:

- ❖ The employee selected will receive an “Employee of the Quarter” certificate signed by the Probation & Parole Bureau Chief and RA and presented at an appropriate ceremony. A copy of the certificate will be placed in the employee’s personnel file.
- ❖ The employee will be recognized in the next edition of the DOC Newsletter.
- ❖ The employee may be given preferred parking for the following quarter if possible, and/or other incentives as determined by the RA and Local Management Team.

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- ❖ Recipients of the quarterly awards will be considered for recommendation for the annual MCA awards.

IV. CLOSING:

Questions regarding this procedure should be directed to the RA or P&P Bureau Chief.

Forms

P&P 20-18(A) Nomination for Employee of the Quarter