



North Carolina Department of Public Safety
Prevent. Protect. Prepare.

North Carolina Correction Enterprises

*Employee of the Year
Recognition Program*



Correction Enterprises Employee of the Year Recognition Program

Purpose:

The North Carolina Correction Enterprises (NCCE) Employee of the Year Recognition Program was created to acknowledge and express appreciation for outstanding accomplishments made by employees of Correction Enterprises. 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.

Correction Enterprises employees are nominated for the award by other Correction Enterprises State Employees including their supervisor, co-workers and subordinates. The NCCE Employee Recognition Program's nomination form can be found on the NCCE website: <https://www.correctionenterprises.com/about/publications/employee-of-the-year.pdf>.

Awards are presented in six (6) categories:

1. Outstanding Customer Service
2. Workplace Improvement
3. Quality
4. Safety
5. Offender Improvement/Training
6. Heroism

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.

Eligibility:

Nominees must be current permanent Correction Enterprises State Employees, including managers and administrators, who are subject to the State 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. Winning nominees will be recognized and receive an award at the annual Employee Appreciation event.

The following employees are not eligible for nomination:

- Nominees with any active disciplinary action.
- Nominees with any active Action Plan.
- Nominees with less than twelve (12) months of NCCE service.
Exception: The Heroism category may be any length of NCCE service.

Recognition Committee Members:

The committee consists of NCCE employees and are appointed annually by the Director of Correction Enterprises. Committee will consist of supervisory and non-supervisory personnel.

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

- Nominations will be reviewed to ensure eligibility;
- Nominations will be ranked independently by each member of the committee;
- Upon complete evaluation of all eligible candidates, each category's award selection will be made by a committee majority vote.

Nomination Rules:

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

- In addition to the nomination form, the description of why the person is being nominated must be limited to two (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.
- Nominations must be received by the deadline stated on the nomination form.

Nomination Categories and Definitions:

1. 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.

2. Workplace Improvement

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

3. Quality

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

4. Safety

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

5. Offender Improvement/Training

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

6. 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 eligible nominations submitted in Outstanding Customer Service, Workplace Improvement, Quality, Safety, and Offender Improvement/Training. The person selected will be the one who demonstrated the largest and most positive impact on NCCE (more than any other nomination).



2019 Employee of the Year Recognition Program
Nomination Form

Please return this form to Amy Moore, amy.moore@ncdps.gov by **Friday, October 18, 2019**. Any forms received after **October 18, 2019** will not be accepted.

Nominee: _____ Plant Location: _____

Please Check Only One Category:

- | | | |
|---|--|----------------------------------|
| <input type="checkbox"/> Outstanding Customer Service | <input type="checkbox"/> Safety | <input type="checkbox"/> Quality |
| <input type="checkbox"/> Workplace Improvement | <input type="checkbox"/> Offender Improvement/Training | <input type="checkbox"/> Heroism |

Nominator's Name (Please print & sign): _____

Nominator's Work Phone Number: _____

Nominator's Plant Location: _____

Date Submitted: _____

Job Title and Normal Job Duties:

Provide the nominee's working title and a brief explanation of job duties in the space below:
