

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 129.10

DATE: 15 June 2019

SUBJECT: EMPLOYEE AWARDS

POLICY DIRECTIVE

PURPOSE:

To ensure employees are identified and recognized for specific acts of heroism, bravery, or notable accomplishments and delineate guidelines to identify those individuals who have distinguished themselves through the performance of those acts or accomplishments.

REFERENCE:

None.

RESPONSIBILITY:

Superintendents shall be responsible for enacting Operational Procedures to ensure compliance with this Policy Directive.

CANCELLATION:

Any previous written instructions on this subject including DOC Policy Directive 129.10, dated 01 February 2015; and RJA Policy 1005, dated 17 January 2013; and RJA Policy 3049, dated 2 February 2015.

APPLICABILITY:

All facilities, work units and operating units within the Division of Corrections and Rehabilitation. This Policy is available for general distribution.

DEFINITIONS:

None.

POLICY:

- I. The West Virginia Division of Corrections and Rehabilitation shall officially recognize and honor employees who have distinguished themselves by the performance of an act and/or service that meets the guidelines set forth in this policy.
 - A. Recognition shall be in the form of official awards and commendations.
 - B. Any supervising employee of the Division may nominate any other employee for an award as defined.
 - C. All communications relating to awards shall be through the chain of command. To maintain the credibility of the program, thorough documentation supporting the nomination is mandatory.
 - D. The act for which the employee is nominated must clearly meet or exceed the requirements of the award. To maintain the integrity of this program, recommendations for awards must be submitted impartially and only for the deserving.
- II. An Awards Review Board shall convene at least quarterly to review nominations for agency-level awards and make recommendations to the Commissioner.
 - A. The Awards Review Board shall be chaired by the Assistant Commissioner – Intergovernmental Affairs and consist of two (2) other members of Senior Executive Leadership as selected by the Commissioner.
 - B. The Awards Review Board shall make final recommendations to the Commissioner by a simple majority vote. The Awards Review Board may concur with a nomination, recommend a different award, an additional award, or may recommend denial of an award.
- III. The following shall be awarded on an agency-level when the criteria have been met, as determined by the Awards Review Board. Nominations for these awards will be submitted by the Superintendent/Director/Supervisor to the Chairperson of the Awards Review Board for approval. These awards will be presented at an awards ceremony or another time as deemed appropriate, in consideration of the honor and valor of the award. They will typically be presented by a member of the Senior Executive Leadership.
 - A. **Valor Award** – Bestowed to an employee who distinguishes himself/herself by heroism under exigent or life-threatening conditions and consciously perform acts of bravery or other outstanding feats while facing imminent danger and without detriment to his/her mission.
 - B. **Corrections Cross** – An award to an employee who is killed in the performance of his/her duty under honorable circumstances. This award will be presented posthumously to the recipient's survivors.

- C. **Lifesaving Award** – An award to an employee who acts to save or preserve a life or lives that would have expired without the direct intervention by the employee. The employee need not have been subjected to personal risk by performing the lifesaving act and does not have to occurred during the line of duty.
 - D. **Innovation Award** – An award to an employee for innovative contributions to their facility, work site or the division. The innovation could be the introduction of a new process or substantial improvement or efficiency to an existing process or the significant reduction of costs to an existing process.
 - E. **Exceptional Volunteer Service Award** – An award to an employee that honors the true spirit of volunteerism by recognizing significant contribution to their community, state or country through volunteer service.
 - F. **Commissioner’s Award for Excellence**– An award of excellence in the performance of duties. This employee must have positively represented the ideals of the DCR by consistently performing his/her duties with outstanding skill, diligence, productivity, judgment, and responsibility.
 - G. **DCR Employee of the Year**- An award that is bestowed upon one employee from the entire division on an annual basis. The recipient will be selected by the Awards Review Board from the employees who were awarded Employees of the Year from their respective facility, work unit or operating unit.
- IV. The following shall be awarded on a bureau-level when the criteria have been met, as determined by the Assistant Commissioner of the applicable Bureau. Nominations for these awards will be submitted by the Bureau Chiefs, Regional Directors or Directors as applicable to their Assistant Commissioner. These award nominations do not need to be sent to the Awards Review Board. These awards will be presented at an awards ceremony or another time as deemed appropriate. They will typically be presented by the applicable Assistant Commissioner.
- A. **Superintendent/Work Unit Director of the Year**- An award of excellence in the performance of duties and leadership. The recipient must have positively represented the ideals of the DCR by consistently leading with skill, diligence, and good judgement; while striving for productivity, efficiency, and improvement to his/her facility or work unit.
 - B. **Facility/Work Unit of the Year**- An award of excellence in the combination of overall performance, teamwork, leadership, and improvement; to be bestowed upon the facility/work unit that rises above its individualized challenges, to not only fulfill its role within the Bureau, but with exemplary service for the year.
- V. Facilities, Work Units and other Operating Units shall award the following when an employee has met the defined criteria. Nothing in the policy is meant to prohibit facilities/work units/operating units from presenting other awards as appropriate.

Superintendents, Work Unit Directors and Supervisors of other Operating Units receiving nominations may concur with the nomination, recommend a different award, an additional award, or deny the award. They are also responsible for defining the award criteria and the procedures for nomination and selection. These award nominations do not need to be sent to the Awards Review Board. These awards shall be presented by the Superintendent, Director, Supervisor, or their designee as appropriate.

- A. **Exemplary Attendance Award**—shall be given to an employee who uses zero (0) hours of sick leave and zero (0) hours of unscheduled annual leave (less than one-week notice) and zero (0) incidents of tardiness in a calendar year.
 - B. **Loyal Attendance Award**—shall be given to an employee who uses a combined total of twenty-four (24) hours or less of sick leave, unscheduled annual leave (less than one-week notice) and/or three (3) or less incidents of tardiness in a calendar year.
 - C. **Facility/Work Unit/Operating Unit Employee of the Quarter** -- An award of excellence in the performance of duties, to be bestowed upon one employee per quarter. The Employee of the Quarter must be affirmed by the Superintendent/Director/Supervisor. It is not mandatory to select an employee for this award if not merited. The Employee of the Quarter will be selected by calendar year quarters (e.g., January, February, and March are the first quarter.)
 - D. **Facility/Work Unit/Operating Unit Employee of the Year** -- An award of excellence in the performance of duties, to be bestowed upon one employee at each facility/work unit/operating unit per year. This award must be affirmed by the Superintendent/Director/Supervisor. This employee must have positively represented the ideals of the DCR by consistently performing his/her duties with outstanding skill, diligence, productivity, judgment, and responsibility. However, it is not mandatory to select an employee for this award if not merited.
 - 1. Each Facility/Work Unit/Operating Unit Employee of the Year will be considered for the DCR Employee of the Year.
 - 2. Documentation of these Employee's selection shall be submitted by each Superintendent/Director/Supervisor to the Awards Review Board prior to the first quarterly meeting of the calendar year.
- VI. Copies of all documentation related to award(s), including copies of certificates presented shall be maintained in the applicable employee's personnel file.

APPROVED SIGNATURE:


Betsy C. Jividen, Commissioner

5-31-19
Date

RECOMMENDATION FOR AWARD													
West Virginia Division of Corrections and Rehabilitation													
TO: Award Board		FROM:	DATE:										
PART 1-RECOMMENDED STAFF DATA													
NAME:		RANK/POSITION:	LAST FOUR SSN:										
FACILITY:		PREVIOUS AWARDS:											
RECOMMENDED AWARD:													
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> VALOR AWARD</td> <td style="width: 50%; border: none;"><input type="checkbox"/> COMMISSIONER'S AWARD FOR EXCELLENCE</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> CORRECTIONS CROSS</td> <td style="border: none;"><input type="checkbox"/> DCR EMPLOYEE of the YEAR</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> LIFESAVING AWARD</td> <td></td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> INNOVATION AWARD</td> <td></td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> EXCEPTIONAL VOLUNTEER SERVICE AWARD</td> <td></td> </tr> </table>				<input type="checkbox"/> VALOR AWARD	<input type="checkbox"/> COMMISSIONER'S AWARD FOR EXCELLENCE	<input type="checkbox"/> CORRECTIONS CROSS	<input type="checkbox"/> DCR EMPLOYEE of the YEAR	<input type="checkbox"/> LIFESAVING AWARD		<input type="checkbox"/> INNOVATION AWARD		<input type="checkbox"/> EXCEPTIONAL VOLUNTEER SERVICE AWARD	
<input type="checkbox"/> VALOR AWARD	<input type="checkbox"/> COMMISSIONER'S AWARD FOR EXCELLENCE												
<input type="checkbox"/> CORRECTIONS CROSS	<input type="checkbox"/> DCR EMPLOYEE of the YEAR												
<input type="checkbox"/> LIFESAVING AWARD													
<input type="checkbox"/> INNOVATION AWARD													
<input type="checkbox"/> EXCEPTIONAL VOLUNTEER SERVICE AWARD													
PERIOD OF AWARD (DATE(S):													
PART II-RECOMMENDING STAFF DATA													
NAME:		FACILITY:											
RANK/POSITION:													
RELATIONSHIP TO RECOMMENDED STAFF:		SIGNATURE:											
PART III-RECOMMENDATIONS/APPROVAL/DISAPPROVAL													
IMMEDIATE SUPERVISOR													
NAME:		RANK/POSITION:	DATE:										
APPROVED <input type="checkbox"/>	DISAPPROVED <input type="checkbox"/>	RECOMMEND UPGRADE TO:	DOWNGRADE TO:										
COMMENTS:													
SIGNATURE:													

INTERMEDIATE SUPERVISOR

NAME:		RANK/POSITION:		DATE:
APPROVED <input type="checkbox"/>	DISAPPROVED <input type="checkbox"/>	RECOMMEND UPGRADE TO:	DOWNGRADE TO:	

COMMENTS:

SIGNATURE:

PROPOSED NARRATIVE FOR CITIATION:

SUPERINTENDENT/DIRECTOR/SUPERVISOR

NAME:		RANK/POSITION:		DATE:
APPROVED <input type="checkbox"/>	DISAPPROVED <input type="checkbox"/>	RECOMMEND UPGRADE TO:	DOWNGRADE TO:	

COMMENTS:

SIGNATURE:

FINAL APPROVING AUTHORITY

AWARD BOARD CHAIRPERSON		NAME:		DATE:
APPROVED <input type="checkbox"/>	DISAPPROVED <input type="checkbox"/>	RECOMMEND UPGRADE TO:	DOWNGRADE TO:	

SIGNATURE: