



Illinois Department of Corrections

Administrative Directive

Number: 03.01.105	Title: Employee Recognition	Effective: 7/1/2020
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Acting Director
Supersedes:	03.01.105 effective 9/1/2019

Authority: 730 ILCS 5/3-2-2	Related ACA Standards:
Referenced Policies:	Referenced Forms: DOC 0561 – Employee of the Month Nomination

I. **POLICY**

The Department shall establish programs for recognizing and honoring employees who have made a significant contribution to the Department or who have long terms of service with the Department or the State. These programs shall be available to all levels of staff.

II. **PROCEDURE**

A. **Purpose**

The purpose of this directive is to establish guidelines for employee recognition.

B. **Applicability**

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department.

C. **Facility Reviews**

A facility review of this directive shall be conducted at least annually.

D. **Designees**

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. **Definitions**

Long term employee – an employee who has accumulated a minimum total of five years of service with the State.

F. **General Provisions**

1. To ensure all employees within the Department are considered for recognition of service, the following Employee Recognition Units shall be established:
 - a. Correctional facilities (each facility shall be a separate unit and each unit shall include all employees working at the facility, for example, contractual, Adult Education and Vocational Services, Correctional Industries, etc.).
 - b. Adult Transition Centers.
 - c. Central Office, which includes all staff working on the Concordia campus, and any

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employee working in a Statewide capacity not included in one of the above listed units regardless of work location.

2. The Chief Administrator of each unit or the Chief of Staff for Central Office shall establish an Employee Recognition Committee and appoint a chairperson. Committee members shall be reviewed annually for appointment or reappointment.
3. Each unit's Employee Recognition Committee shall develop, establish and implement an ongoing program for recognizing and honoring employees, subject to approval by the Chief Administrator.
4. The Director shall establish one or more special committees for the purpose of selecting and honoring a Correctional Officer of the Year, Parole Agent of the Year and Employee of the Year and may assist in coordinating other Department recognition programs.

G. Program for Employee of the Month or Year

1. Each unit shall establish a Facility Employee of the Month program for honoring employees who have made a significant contribution to the Department.
 - a. Units with more than 200 employees shall honor employees on a monthly basis; units with 200 or less employees may honor employees on a less frequent basis, during designated months, for example, every other month, quarterly, etc.
 - b. Employees shall normally be nominated by supervisory staff; however, anyone may submit nominations.
 - c. All nominations shall be made on the Employee of the Month Nomination, DOC 0561, and submitted to the facility's Employee Recognition Committee. All nominations and supporting documentation shall be confidential.
 - d. The Employee Recognition Committee shall review the nominations and submit their recommendation for Employee of the Month to the Chief Administrator who shall make the final selection.
 - (1) Incomplete nominations may be disqualified.
 - (2) The Committee may verify nomination information.
 - e. Each Recognition Committee shall maintain a confidential file of all nominations and supporting documentation for at least one year after the close of the recognition year. This documentation shall not be given to the employee or placed in the employee's personnel file.
2. Each facility shall select a nomination for Facility Employee of the Year.
 - a. The nominee for Facility Employee of the Year shall be selected from the employees recognized during the preceding twelve months as Facility Employee of the Month.
 - b. The Employee Recognition Committee shall review each DOC 0561 and submit their recommendation for the Facility Employee of the Year by February 1 to the Chief Administrator who shall make the final selection.

NOTE: The selected winner shall be an employee recognized during the preceding twelve months as Facility Employee of the Month.

3. Each recognition unit may establish other programs to give special recognition to deserving

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employees and to honor long term or retiring employees.

H. Criteria for Facility Employee of the Month or Year

Criteria for nominating and selecting a facility employee of the month or year may include, but shall not be limited to, the following:

1. Commitment: This person seeks ways to improve the work unit, assists new employees, has a good attendance record and strives to improve their work knowledge through continuing education.
2. Creativity: This person is eager to try new ideas or methods which might save the Department time, money and other resources, identifies solutions more than problems, takes reasonable risks, is receptive to change and is innovative with limited resources.
3. Leadership: This person is a good example to other staff, knows when to make decisions or refer issues to higher authorities and is regarded as fair by other employees.
4. Positive Attitude: This person is a morale builder, recognizing the good work of others and finding the positive side to every situation. This employee's positive approach to each day makes the workplace better for everyone.
5. Professionalism: This person readily absorbs skills and knowledge, becoming the resident "expert" in their field and is always eager to try a textbook theory in the real world. The professional employee functions well in stressful situations, accepts constructive criticism well and projects a positive image of the Department to others.
6. Team Work: This person does excellent work behind the scenes and willingly contributes to the group's effort, making the group's goal their own.
7. Versatility: A person who can turn easily from one subject or task to another without breaking stride while maintaining control and achieving progress in other assignments.

I. Department Correctional Officer, Parole Agent and Non-Security Employee of the Year

1. Each year the Department shall select and recognize the Department Correctional Officer of the Year, Parole Agent of the Year and Non-Security Employee of the Year. The Department shall recognize chosen winners each year in conjunction with Correctional Officer's week during the first full week of May.
2. Each facility shall submit a Correctional Officer or Correctional Treatment Officer to be considered for Department Correctional Officer of the Year.
3. Each parole district shall submit a Parole Agent to be considered for Department Parole Agent of the Year.
4. Each facility, the Central office and parole division shall submit an employee to be considered for Department Non-Security Employee of the Year.

J. Recognition Awards

1. Employees may be awarded:
 - a. Formal certificates or service pins for every five years of service.

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- b. Plaques, gifts or other personalized mementos of recognition.
 - c. Letters of commendation from the Chief Administrator, Deputy Director or Director.
 - d. Letter of recognition from the Governor's Office.
2. News releases of the recognition shall be submitted to the Director of Communications and may be distributed to local media.
3. The presentation of awards may be at a formalized event, such as a reception, luncheon, dinner, banquet, Christmas party or special awards ceremony.
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