Employee Recognition Program
Chapter: J
Section: .0400
Current Review Date: August 3, 2020
Reviewed By: Prisons Rehabilitative Services
Next Review Due: August 3, 2021

Current Revision Date: August 3, 2020
Supersedes Revision Dated: July 13, 2018

Current Revision Summary (if applicable):
All current changes are highlighted in yellow. General changes throughout policy include changing “Facility head” to “Warden,” “his/her to their,” and “Director” to “Commissioner” Other minor grammatical corrections made where necessary.

Specific Changes

.0403 FREQUENCY OF AWARDS
Page 2 (c) Modified by adding “Enterprise, and Vocational/Education.”

.0405 NOMINATION PROCESS
Page 3(c) Modified by adding “Enterprise, and Vocational/Education.” Removed “in February of each year” and added “at the annual Employee Recognition Ceremony” at the end of the sentence.

.0406 TIME FRAMES
Page 4 Removed “on the 15th day of each month, preceding the month it is to be given to the employee. Nominations are due.” At the end of the paragraph replaced “January 15th” with “March 1st of each year.”