



Patuxent Institution  
Directive

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Approved By:  
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Director

<b>Title:</b> Employee Recognition Program	<b>Directive Number:</b> PATX.050.0036
<b>Related MD Statute/Regulations</b>	<b>Supersedes:</b> PID #50-36
<b>Related ACA Standards:</b>	<b>Authorized By:</b> Director of Patuxent Institution
<b>Related MCCS Standards:</b>	<b>Effective Date:</b> July 14, 2014 <b>Number of Pages:</b> 2

#### **.01 Purpose.**

To establish guidelines to recognize Patuxent Institution employees for exemplary job performance.

#### **.02 Scope.**

Applicable to Patuxent Institution program

#### **.03 Policy.**

It is the policy of Patuxent Institution to recognize Patuxent Institution employees quarterly and yearly who, by their superior accomplishments, outstanding or extraordinary service, or other personal efforts went above and beyond the call of duty, and are examples of the high quality employees of the Patuxent Institution.

#### **.04 Definitions.**

A. In this directive, the following terms have the meanings indicated.

B. Terms defined.

None.

#### **.05 Responsibility.**

A. Qualifications for Employee of the Quarter/Year Nomination are:

(1) Exceptional performance by an employee on a special project or over a sustained period that exceeds the knowledge, skill, ability, or level of commitment required by the position; or

(2) Meritorious acts or services in the public interest by an employee in connection with the employee's State employment; or

(3) Exceptional or heroic action.

## B. Nominations

(1) Nominations for correctional officers and correctional supervisors should be submitted in the form of a memorandum, signed by the employee's supervisor and shift commander, and forwarded to the Assistant Warden by the fifth of the month following the period of recognition.

(2) Nominations for civilian staff should be submitted in the form of a memorandum, signed by the employee's supervisor and department head, and forwarded to the Director's Office by the fifth of the month following the period of recognition.

C. The recipient of the "Employee of the Quarter" will be awarded with the following:

- (a) An "Employee of the Month certificate signed by the Director or designee;
- (b) Recognition in perpetuity on the Employee Recognition plaques; and
- (c) A reserved parking space near the entrance to the Main Gate.

D. The recipient of the "Employee of the Year" will be recognized during Correctional Employees' Week at the annual luncheon.

E. A Shift Commander/Department head may request special recognition (i.e., Commendation and noteworthy job performance) at any time for an employee.

## **.06 Attachments/Links.**

None.

## **.07 History.**

A. Rescinds PID 240-14 dated January 1, 2001.

B. This Directive supersedes provision of any other prior existing Agency communication with which it may conflict.

C. This Directive was previously titled as "Employee of the Month."

## **.08 Distribution.**

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