



DEPARTMENT DIRECTIVE

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Secretary

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.01 Purpose.

This directive establishes the eligibility criteria, nomination procedures, and award determination process for the Public Safety Education and Training Center (PSETC) Employee Recognition Program.

.02 Scope.

This directive applies to all Department of Public Safety and Correctional Services (Department) administrative and operational units assigned to the PSETC.

.03 Policy.

- A. The Department shall recognize exemplary performance, dedication, and contributions of PSETC employees through a structured Employee Recognition Program.
- B. The PSETC shall ensure fair, transparent, and timely consideration of nominations, consistent with Department values.

.04 Definitions.

- A. In this directive, the following terms have the meanings indicated.
- B. Terms Defined.

- (1) “Awards Committee (Committee)” means the body established under this directive to review, evaluate, and recommend award recipients in accordance with established criteria.
- (2) “Chairperson” means the individual designated to lead the Committee in accordance with this directive.
- (3) “Deputy Director” means the Deputy Director of PSETC.
- (4) “Department” means the Department of Public Safety and Correctional Services.
- (5) “Executive Director” means the Executive Director of PSETC.
- (6) “PSETC Employee Appreciation Week (EAW)” means the designated employee appreciation week observed annually during the first week in May and in conjunction with the Department’s employee appreciation week.
- (7) “PSETC staff” means Department employees permanently assigned to the PSETC.
- (8) “Registrar” means the Registrar of PSETC.
- (9) “Resident partners” means agencies and their personnel that maintain administrative offices and classroom space at PSETC for the purpose of conducting business on behalf of their agencies.
- (10) “Short-term assignment” means a temporary work assignment to the PSETC.
- (11) “Unit” means a formally recognized work group, section, or division within the PSETC.

.05 Responsibilities.

A. The Chairperson shall:

- (1) Schedule Committee meetings;
- (2) Notify Committee members of meeting dates, times, and locations;
- (3) Preside over Committee meetings;
- (4) Ensure all Committee proceedings comply with this directive;
- (5) Maintain documentation of Committee decisions and deliberations; and
- (6) Submit Committee decisions to the PSETC Executive Director.

B. The PSETC Awards Committee (Committee).

- (1) The Committee shall:
 - (a) Meet quarterly, or as determined to be necessary by the Chairperson, to review and evaluate award nominations;

- (b) Determine presentation of the following awards:
 - (i) Certificate of Service;
 - (ii) Employee of the Quarter;
 - (iii) Employee of the Year; and
 - (iv) Unit Citation;
 - (c) Investigate the information contained within a nomination for clarification;
 - (d) Produce or acquire the required certificates, plaques, and related recognition items for distribution to award recipients; and
 - (e) Collaborate with the PSETC Executive Director to schedule an awards ceremony during the EAW.
- (2) The Committee may not determine presentation of the Executive Director's Commendation.
- C. The PSETC Registrar shall:
- (1) Maintain all records of nominations;
 - (2) Verify that all nominations are complete;
 - (3) Provide copies of nominations to PSETC Awards Committee members; and
 - (4) Forward nominations for Executive Director Commendation to the PSETC Executive Director for evaluation.

.06 Procedures.

A. Award Eligibility.

- (1) All PSETC staff and units are eligible to receive nominations for awards except:
 - (a) The PSETC Executive Director; and
 - (b) The PSETC Deputy Director;
- (2) For the purposes of this directive, PSETC staff includes Department staff permanently assigned to the PSETC.
- (3) The following staff are ineligible for PSETC awards:
 - (a) Resident partners; and
 - (b) Department staff on short-term assignments.

B. Nomination Process.

- (1) Any PSETC employee may submit a nomination for a PSETC award.

(2) The nominator shall:

- (a) Complete and submit the Employee Recognition Nomination form located in the designated Google Drive folder;
- (b) Complete all required fields on the nomination form; and
- (c) List all unit members who are nominated for a Unit Citation on the nomination form.

(3) Upon submission, the nominator shall receive an automated acknowledgment of receipt.

(4) The Committee may not accept incomplete nomination forms.

C. Nomination Deadlines.

(1) Nominations for annual awards (i.e., Employee of the Year and Unit Citation Awards) shall be submitted between January 1 and January 31.

(2) Nominations for Employee of the Quarter shall be submitted as follows:

- (a) 1st Quarter (January — March) – April 1 to April 15;
- (b) 2nd Quarter (April — June) – July 1 to July 15;
- (c) 3rd Quarter (July — September) – October 1 to October 15; and
- (d) 4th Quarter (October — December) – January 1 to January 15.

D. Committee Composition.

(1) The PSETC Deputy Director shall serve as the Chairperson of the Committee.

(2) The Committee shall consist of five voting members:

- (a) The Chairperson;
- (b) The Registrar; and
- (c) Three PSETC staff members appointed by the PSETC Executive Director.

(3) Appointed PSETC staff members shall serve for a term of no more than two years.

(4) If a Committee member cannot attend meetings regularly, the PSETC Executive Director shall appoint a replacement.

(5) The Committee shall decide awards by majority vote.

(6) The Chairperson shall document minority votes and opinions when committee votes are not unanimous.

(7) In the event of a tie, the deciding vote shall be cast by the PSETC Executive Director.

- (8) If a committee member is nominated for an award, that member shall recuse themselves from deliberating their own nomination.

E. Award Descriptions.

(1) Employee of the Year.

- (a) The Employee of the Year is an employee who achieved sustained excellence in the performance of duties during the calendar year. Examples include, but are not limited to:
 - (i) Displaying outstanding knowledge, judgment, or competence in the execution of duties;
 - (ii) Achieving measurable results in the quality or quantity of work completed;
 - (iii) Exhibiting exemplary work habits in the use and management of time;
 - (iv) Developing and implementing programs or procedures that increased efficiency or resulted in significant cost savings; and
 - (v) Mentoring other employees to enhance their skills or prepare them for potential career growth.
- (b) To be eligible for Employee of the Year, a PSETC employee must be assigned to the PSETC for the entire calendar year.
- (c) The Committee shall identify a single employee whose performance has been clearly exceptional, based on performance displayed throughout the entire calendar year.
- (d) PSETC shall:
 - (i) Recognize the Employee of the Year during PSETC Employee Appreciation Week (EAW); and
 - (ii) Add the name and corresponding year of the Employee of the Year to the PSETC Employee of the Year Perpetual Plaque for public display.
- (e) Employee of the Year recipients shall receive:
 - (i) A certificate signed by the PSETC Executive Director;
 - (ii) An award plaque; and
 - (iii) An assigned parking space for one calendar year.

(2) Employee of the Quarter.

- (a) The Employee of the Quarter is an employee who made a positive impact on the PSETC within the specified quarter. Examples include, but are not limited to:

- (i) Performing work assignments above a satisfactory level;
 - (ii) Volunteering for additional tasks to fulfill an identified need;
 - (iii) Identifying an obstacle and providing a solution to increase productivity or improve a work product;
 - (iv) Fostering positive working relationships with co-workers to improve overall employee morale; and
 - (v) Facilitating a work group or committee.
 - (b) The Committee shall identify a single employee whose contributions to the PSETC are commendable, based on performance displayed within the specified quarter.
 - (c) PSETC shall recognize the Employee of the Quarter during a PSETC quarterly all-staff meeting.
 - (d) Employee of the Quarter recipients shall receive:
 - (i) A certificate signed by the PSETC Executive Director; and
 - (ii) An assigned parking space for three months.
- (3) Unit Citation.
- (a) A Unit Citation shall be awarded to a unit whose work product has been clearly exceptional. Examples include, but are not limited to:
 - (i) Performing well above expected standards;
 - (ii) Accomplishing technical or administrative achievements;
 - (iii) Providing superior service to PSETC staff, students, visitors, or resident partners;
 - (iv) Participating in initiatives designed to have a positive impact on the community or the public service profession; and
 - (v) Displaying extraordinary leadership in achieving a specific goal, objective, or innovation.
 - (b) The Committee shall base its evaluation of nominations on performance displayed throughout the entire calendar year.
 - (c) The Committee may award one or more Unit Citations annually.
 - (d) PSETC shall recognize Unit Citation recipients during PSETC EAW.

- (e) Unit Citation recipients shall receive a certificate signed by the PSETC Executive Director.

(4) Certificate of Service.

- (a) A Certificate of Service shall be awarded to employees who have reached Maryland State service milestones at five-year intervals (e.g., 5, 10, 15, 20 years).
- (b) Years of Maryland State service are not limited to service with PSETC or the Department.
- (c) PSETC shall recognize Certificate of Service recipients during PSETC EAW.
- (d) Certificate of Service recipients shall receive:
 - (i) A certificate bearing the signatures of the Governor and Lieutenant Governor;
 - (ii) A Maryland years-of-state-service pin; and
 - (iii) A plaque after reaching 30 years of service and at each subsequent five-year interval.

(5) Executive Director's Commendation.

- (a) The Executive Director's Commendation is presented by the PSETC Executive Director to individuals who have exemplified the mission, vision, or values of the PSETC.
- (b) The Executive Director's Commendation is intended to provide immediate recognition of contributions to the PSETC.
- (c) The Executive Director's Commendation is not designated nor intended to supplant other awards.
- (d) The Executive Director shall recognize commendation recipients in a timely manner at an executive staff meeting or other appropriate setting.
- (e) Executive Director's Commendation recipients shall receive a certificate signed by the PSETC Executive Director.

.07 Appendix.

This directive has no attachments.

.08 History.

This directive supersedes provisions of any other prior existing communication with which it may be in conflict.

.09 Distribution.

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S – Public Safety Education & Training Center