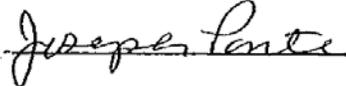


<b>POLICY TITLE: EMPLOYEE RECOGNITION COMMITTEE</b>		<b>PAGE 1 OF 2</b>
<b>POLICY NUMBER: 3.19</b>		
<b>CHAPTER 3: PERSONNEL</b>		
	<b>STATE of MAINE</b> <b>DEPARTMENT OF CORRECTIONS</b>  Approved by Commissioner: 	<b>PROFESSIONAL STANDARDS:</b>  <b>See Section VII</b>
	<b>EFFECTIVE DATE:</b> <b>December 15, 2003</b>	<b>LATEST REVISION:</b> <b>June 28, 2012</b>

**I. AUTHORITY**

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

**II. APPLICABILITY**

Entire Maine Department of Corrections

**III. POLICY**

It is the policy of the Department of Corrections to recognize employees who, by their actions and attitudes, exemplify exceptional job performance, organizational commitment, teamwork and cooperation. The Department supports and encourages employee recognition activities at all levels of the organization.

**IV. CONTENTS**

Procedure A: Composition of Committee  
 Procedure B: Responsibilities of the Committee

**V. ATTACHMENTS**

None

**VI. PROCEDURES**

**Procedure A: Composition of Committee**

1. The Commissioner shall appoint a Departmental employee to serve as Chairperson of the Employee Recognition Committee.

2. Adult and Juvenile Correctional Administrators shall designate an institutional/regional employee to serve on the Employee Recognition Committee.

**Procedure B: Responsibilities of the Committee**

1. The Chairperson of the Employee Recognition Committee shall be responsible for:
  - a. Scheduling and chairing committee meetings
  - b. Planning, promotion and publicizing Departmental recognition events/activities
  - c. Serving as a member on and participating in the Maine Statewide Employee Recognition Committee
  - d. Planning and coordinating activities/events during Maine State Employee Recognition week and other events as appropriate
2. Designated Employee Recognition Committee members shall be responsible for:
  - a. Attending and participating in committee meetings as scheduled by the Chairperson
  - b. Recommending and implementing improvements to existing recognition programs within the Department
  - c. Disseminating and promoting Departmental Recognition activities to ensure that employees within all adult/juvenile facilities and regions are well informed of Recognition events/activities
  - d. Planning and organizing the Department’s activities and contributions to the Statewide Employee Recognition Week
  - e. Encouraging employees, managers and supervisors to participate in Departmental and Statewide Recognition events/activities

**VII. PROFESSIONAL STANDARDS**

None

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