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|  <b>Corrections and<br/>Community Supervision</b><br><br><b>DIRECTIVE</b> | TITLE<br><br><b>Employee Recognition<br/>Program</b>  |                      | NO.<br>2241       |
|  |   |                      | DATE<br>9/2/2015  |
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| REFERENCES (Include but are not limited to)  | APPROVING AUTHORITY<br> |                      |                   |

- I. POLICY:** Employee recognition awards are presented annually to employees of the Department of Corrections and Community Supervision (DOCCS) in recognition of their service to the people of the State of New York.
- II. CRITERIA:** Any employee with a total of 25, 30, 35, 40, 45, or 50 years of full time State service is eligible for recognition, consisting of a Certificate of Appreciation and Years of Service Pin from the Commissioner.
- III. ELIGIBILITY**
- A. Credited Time
1. All full time State service is credited, including permanent, provisional, and temporary service, toward an employee's eligibility for recognition. This includes any time in State employment including time in federally funded items.
  2. Any time spent on a "preferred list" is also credited toward the employee's eligibility for recognition.
- B. Time Not Counted
1. Any break in State service *of more than one year* is not credited as time toward eligibility for recognition, although the time served before the break in service is creditable.
  2. Any leave of absence without pay, except for military leave without pay, for a period of more than one year is not credited toward eligibility for recognition. This includes child-rearing, educational, or sick leave without pay.
- IV. PROCEDURE**
- A. Reporting of Eligible Employees
1. Facility Personnel Office
    - a. During January of each year prepare a list of the names of all employees who have completed 25, 30, 35, 40, 45, or 50 years of State service during the preceding year. List the names of those eligible who have left State service separately.
      - (1) Group the names in each portion of the listing by the number of years of service completed, i.e., 25, 30, 35, 40, 45, and 50.

- (2) Include the following information for each name listed:
  - Item Number;
  - Initial date of entry into State service; if employee has split service show beginning and ending dates for each period of employment.
- b. Forward the list to the Director of Personnel, Central Office, at least three months before the scheduled ceremony for verification.
2. Community Supervision Regions
  - a. During January of each year the Central Office Senior Personnel Administrator or Associate Personnel Administrator for the Region will compile a list of the names of all employees who have completed 25, 30, 35, 40, 45, or 50 years of State service during the preceding year. List the names of those eligible who have left State service separately.
3. Central Office and Board of Parole Staff
  - a. The Central Office Bureau of Personnel shall identify and report Central Office and Board of Parole employees who are eligible as defined in 1-a. above.
- B. Honor Preparation: Central Office Bureau of Personnel shall:
  1. Verify the eligibility of each name listed;
    - a. The Director of Personnel will send the verified lists to the Director of Support Operations, requesting the proper number of service pins for distribution along with the certificates.
  2. Prepare the Certificate of Appreciation;
  3. For facilities, the Certificate of Appreciation will be forwarded to the Facility Superintendent;
  4. For Community Supervision, the Certificates of Appreciation will be forwarded to the Regional Director.
- C. Presentation
  1. Facility: The Superintendent shall have the Certificate of Appreciation and Years of Service Pin presented to the employees in an appropriate ceremony.
  2. Community Supervision Regions: The Regional Director shall have the Certificate of Appreciation and Years of Service Pin presented to the employees in an appropriate ceremony.
  3. Central Office/Board of Parole: The Commissioner or designee(s) shall present the Certificate of Appreciation and Years of Service Pin to the Central Office and Board of Parole employees in an appropriate ceremony.