

 <b>Corrections and Community Supervision</b>  <b>DIRECTIVE</b>	TITLE <b>Exemplary Attendance Awards</b>		NO. 2243
			DATE 6/30/2015
SUPERSEDES DIR #2243 Dtd. 1/26/2012	DISTRIBUTION A	PAGES PAGE 1 OF 1	DATE LAST REVISED
REFERENCES (Include but are not limited to)	APPROVING AUTHORITY 		

- I. PURPOSE:** To recognize and encourage exemplary attendance.
- II. BACKGROUND:** Use of sick time often results in overtime expenditures. Employees who are able to minimize use of sick time make a positive contribution to the Department both by avoiding the need for replacement personnel on overtime and by providing more efficient service at their assigned positions.
- Accordingly, it is the Department's intention to publicly recognize and express appreciation to employees with exemplary attendance during the course of a calendar year.
- III. PROCEDURE**
- A. Eligibility: An employee shall be recognized for exemplary attendance if, during the previous calendar year, the employee:
1. Has used no more than three days of sick leave, three days of Workers' Compensation leave, or a combination of the two which does not exceed three days;
  2. Has been on the Department's payroll at least ten months;
  3. Has not been on time and attendance control for either absences or tardiness in the calendar year; and
  4. Has not been formally counseled for an AWOL.
- B. Annual Survey: By January 31st each calendar year, the Personnel/Timekeeping staff at each facility, and Central Office Personnel for Central Office and Community Supervision Regional Offices, shall complete a survey of their employees to identify those eligible for recognition because of exemplary attendance during the previous year.
- C. Preparation of Certificates
1. The Assistant Director of Personnel responsible for Central Office activities shall prepare Certificates of Appreciation for eligible Central Office and Community Supervision Regional Office employees. These Certificates will be prepared for the Deputy Commissioner for Administrative Services signature.
  2. Facility personnel shall prepare Certificates of Appreciation for eligible facility employees. Facility Certificates will be prepared for the Superintendent's signature.
- D. Presentation of Certificates: Division Heads and Superintendents shall publicly present the Certificates at an appropriate ceremony.