



INTERNAL MANAGEMENT POLICY & PROCEDURE

Applicability: ☐ Adult Operation Only ☐ JUVENILE Operations Only ☒ DEPARTMENT-WIDE

IMPP #: 02-128D

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HUMAN RESOURCES: Employee Award and Recognition Program

Original Date Issued: 05-27-15 Replaces IMPP Issued: 05-27-15 **CURRENT EFFECTIVE DATE: 10-17-23**

Approved By: , Secretary Next Scheduled Review: 05/2026

POLICY

The Kansas Department of Corrections is committed to recognizing employees who provide outstanding contributions to the mission and objectives of the Department through excellence in performance.

DEFINITIONS

Act of Valor: An award bestowed on a staff member who acted in a heroic or courageous manner, whether in the staff member's line of duty or otherwise, that demonstrates a brave, intelligent decision to place the department's, the public's, a colleague's, or a resident's interests above one's own, despite physical or other endangerment to the staff member.

Excellence in Teamwork: An award bestowed on a team assigned to a department or divisional project, process improvement, or strategic initiative whose final product is a true example of excellence in teamwork, or a group of staff members who work together to resolve a significant unforeseen problematic event (i.e. housing unit disturbance, riot, natural disaster recovery, etc.).

Exceptional Service: An award bestowed on a staff member for performing extraordinary actions that promote professionalism, teamwork, integrity, cultural transformation and safety.

Innovation: Significant process improvement or removal of barriers that prevent improvement of services. Innovation refers to creating more effective processes and ideas, implementing new ideas, making an existing process more efficient or solving a current problem which may cut down on costs and save time. An example may include individuals who used their natural or learned talents to make a difference.

Length of Service: Recognition of notable anniversaries in service to the State of Kansas, which includes at a minimum 10, 20, 30, 40, and 50+ anniversaries.

Lifesaver Award: An award bestowed on a staff member who has taken actions to save the life or attempt to save the life of another person.

Monetary Awards: Cash awards that may be given for Employee of the Quarter and Employee of the Year awards; which are taxable, and limited to \$3500 per employee per fiscal year in accordance with KSA 75-37,105.

Non-monetary Awards: Awards such as plaques, coins, certificates of achievement, cups, shirts, caps, electronics, gift certificates/cards, and other miscellaneous items. Nonmonetary awards can be used to recognize employees for all award categories, and shall be included in the \$3500 limit per KSA 75-37,105.

PROCEDURES

I. Employee Recognition Committee Process

- A. Each facility, parole region, and Central Office shall identify an employee recognition

committee.

1. The employee recognition committee shall consist of members of the facility or parole regional management team. The Central Office committee shall be comprised of members from the management team.
 - a. Members of the Human Resources department shall not be a part of the employee recognition committee.
 2. Each facility, parole region, and Central Office committee shall establish a program coordinator for the employee recognition program.
 - a. The program coordinator shall be responsible for managing the nomination process, and the awards provided, including but not limited to ordering coins, plaques, frames, certificates, etc.
 - b. The program coordinator in facilities shall be the Administrative Professional assigned to the Warden's office.
 - c. The program coordinator for parole and Central Office shall not be a member of the employee recognition committee or a member of the Human Resources Department.
 3. The recognition committee shall meet quarterly.
- B. The appointing authority of each facility, parole region, etc. shall have final approval of the recognition committee members.
- C. Each facility, parole region, and Central Office shall fund the costs associated with the awards and recognition program (coins, certificates, etc) through their annual budget.

II. Nominations

- A. Nominations for awards/recognition may be submitted by any KDOC employee.
1. Nominations shall be submitted to the designated program coordinator using the Employee Recognition Nomination Form, located on the KDOC Application Portal.
- B. When a nomination is received the program coordinator shall:
1. Review the nomination for eligibility and/or exclusion by the program;
 - a. The program coordinator may consult with the Human Resources department to confirm the nominated staff has not received any disciplinary action within the last year, are not currently under a special performance review, and/or they are not under any formal investigation including any EEO investigations.
 2. Forward the nomination to the recognition committee.
- C. The recognition committee shall evaluate each submission and determine if the nominee shall be awarded.
- a. If a nomination was submitted by a member of the recognition committee, that member shall not take part in voting for that specific nomination.
- D. Employee of the Quarter recipients shall be voted on by each committee.
1. Committee members shall excuse themselves from voting under the following circumstances:

- a. The nominee is a family member,
 - b. The nominee is a person directly supervised by the committee member,
 - c. The committee member submitted the nomination, or
 - d. The committee member is the subject of the nomination.
- E. The program coordinator shall maintain a record of all nominations received for all award and recognition categories.
 - 1. Committee records including supporting documentation, shall be considered confidential, and maintained by the coordinator.
 - 2. All committee members shall maintain the integrity of the process by maintaining strict confidentiality with regard to all matters brought before the committee.
- F. At the end of each calendar year, the program coordinator shall send the original nominations of all Employee of the Quarter recipients to the Office of the Secretary of Corrections, to be reviewed.
 - 1. Facility, Parole, and Central Office Employee of the Year recipients shall be selected by the Secretary of Corrections from the Employee of the Quarter recipients.
 - 2. The KDOC Employee of the Year recipient shall be selected by the Secretary of Corrections from the Employee of the Year recipients selected in section II. F above.

III. Awards and Recognitions

- A. KDOC employees contractors, volunteers, or interns may be eligible at any time of employment for the following awards and recognitions as defined within this IMPP:
 - 1. Act of Valor:
 - a. An award bestowed on a staff member, contractor, volunteer, or intern who acted in a heroic or courageous manner, whether in the staff member's line of duty or otherwise, that demonstrate a brave, intelligent decision to place the department's, the public's, a colleague's, or a resident's interests above one's own, despite physical or other endangerment to the staff member.
 - b. While serving in an official capacity with the KDOC, for displaying exceptional bravery or heroism beyond the expectations of normal demands of correctional service and for displaying great courage in the face of immediate danger.
 - c. For the loss of their life or for sustaining a critical injury (or injuries) in the line of duty.
 - 2. Lifesaver:
 - a. An award bestowed on a staff member contractor, volunteer, or intern who has taken actions to save the life or attempt to save the life of another person.
 - b. For displaying prompt or alert action resulting in a life being saved or the prevention of serious injury to others and for demonstrating exceptional care for other individuals.
 - 3. Exceptional Service: An award bestowed on an employee or group of employees contractors, volunteers, or interns for performing extraordinary actions that promote

professionalism, teamwork, integrity, cultural transformation, and safety. Employees are awarded through some action or accomplishment that has brought distinction or acclaim:

- a. To themselves;
 - b. Their community;
 - c. Their work location;
 - d. The KDOC;
 - e. The corrections profession; or
 - f. Excellence in Teamwork;
4. Innovation: Significant process improvement or removal of barriers that prevent improvement of services. Innovation refers to creating more effective processes and ideas, implementing new ideas, making an existing process more efficient or solving a current problem which may cut down on costs and save time.
 5. Length of Service: Recognition of notable anniversaries in service to the State of Kansas, which includes at a minimum 10, 20, 30, 40, and 50+ anniversaries.
- B. These awards shall be recognized by a facility/agency coin, and a framed certificate.
- C. Facilities, parole, and Central Office may also recognize these award recipients in the following ways:
1. Social and/or external media recognition;
 2. Award ceremonies; and/or
 3. Photo display at their facility/office location.

IV. Employee of the Quarter (EOQ) and Employee of the Year (EOY) Awards

- A. Employee of the Quarter awards shall be nominated and selected at the end of each quarter and Employee of the Year awards shall be nominated and selected at the end of each calendar year.
- B. The EOQ award is presented to an employee who has performed above and beyond their normal responsibilities and exemplify:
1. Respect for staff, supervisors, residents/offenders, and the public;
 2. Teamwork and positive attitude;
 3. Contributions to the KDOC's mission, vision, and values;
 4. Interpersonal and communications skills;
 5. Professionalism; and
 6. Customer Service;
- C. Quarterly awards shall be as follows:
1. 1st Quarter from January-March;
 2. 2nd quarter from April-June;

3. 3rd quarter from July-September; and
 4. 4th quarter from October-December.
- D. Employee of the Quarter and Employee of the Year nominations shall include an award for uniformed staff, and an award for non-uniformed staff.
- E. The award for Employee of the Quarter shall be only as follows:
1. A Facility or Secretary of Correction's Coin;
 2. A framed certificate of recognition from the appointing authority;
 3. A monetary award of \$500;
 4. Social and/or external media recognition which includes a photograph and description of recognition.
- F. The award for Employee of the Year shall be only as follows:
1. A Facility or Secretary of Correction's Coin;
 2. A framed certificate of recognition from the appointing authority;
 3. A monetary award of \$1000;
 4. An individual plaque of recognition.
 5. Social and/or external media recognition which includes a photograph and description of recognition.
- G. Central Office may host an event once per year to recognize Employees of the Year and other award recipients from all work units.
1. Facilities, parole, and Central Office may also recognize awards in ceremonies at their location.
- H. The following awards may be recognized for contract employees and volunteers. The award shall consist of a framed certificate and a Secretary's coin:
1. Contract employee of the quarter;
 2. Contract employee of the year;
 3. Volunteer of the quarter; and
 4. Volunteer of the year.
- I. The following additional guidelines shall apply:
1. Employees may only be selected for Employee of the Quarter and/or Employee of the Year once every two years.
 2. Employees that have received formal discipline within the past twelve months of nomination shall not be eligible to receive the Employee of the Quarter and/or Employee of the Year award. This shall include if staff are currently on a special performance review, or under any formal investigation.

- J. Employee of the Quarter and Year awards shall be tracked by each program coordinator.

V. Length of Service

- A. Length of service pins shall be awarded annually at a ceremony to be determined by the facilities, parole regions, and central office.
1. Facility Human Resources and Central Office designated staff shall order service pins prior to the recognition date.
- B. Awards for length of service shall be as follows:
1. 5 years, 15 years, and 25 years of service shall receive a framed certificate;
 2. 10 years, 20 years, and 30 years of service shall receive a framed certificate and a designated length of service pin according to years of service;
 3. Other length of service milestones may be recognized at the discretion of the appointing authority.

VI. This IMPP must serve as final policy in all departmental facilities, and no General Orders shall be developed or implemented on this subject.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a Departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS REQUIRED

Name/Type of Report	By Whom/To Whom	Due
Yearly Monetary Awards	Employee Recognition Committees	December 1 each year

REFERENCES

K.S.A 75-37,105

HISTORY

05-27-15 Original
10-17-23 Revision 1

ATTACHMENTS

Attachment	Title of Attachment	Page Total
A	Employee Award and Recognition Program Nomination Form	5 pages

Employee of the Quarter Nomination Form

<input type="checkbox"/> 1 st Qtr (Jan-Mar)	<input type="checkbox"/> 2 nd Qtr (Apr-June)	<input type="checkbox"/> 3 rd Qtr (July-Sept)	<input type="checkbox"/> 4 th Qtr (Oct-Dec)
Work Site Location:			
Nominee Information			
Name:		Job Title:	
Nominator Information			
Name:		Job Title:	
The EOQ award is presented to an employee who has performed above and beyond their normal responsibilities and exemplify:			
Award Categories: Please mark the category for nomination.			
<input type="checkbox"/> Respect for staff, supervisors, residents/offenders, and the public <input type="checkbox"/> Teamwork and attitude <input type="checkbox"/> Contributions to the KDOC's mission, vision, and values <input type="checkbox"/> Professionalism <input type="checkbox"/> Interpersonal and communications skills <input type="checkbox"/> Customer Service			

Please provide an explanation as to why this nominee should be selected for the award category marked above. Also indicate if additional supporting documentation is needed, i.e., incident report, news article, etc.

Program Coordinator Comments:

Program Coordinator Name:	Program Coordinator Signature & Date:
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Award given: Yes _____ No _____	If yes, please list award: _____
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Act of Valor Award Nomination Form

Work Site Location:	
Nominee Information	
Name:	Job Title:
Nominator Information	
Name:	Job Title:
Act of Valor: An award bestowed on a staff member who acted in a heroic or courageous manner, whether in the staff member's line of duty or otherwise, that demonstrate a brave, intelligent decision to place the department's, the public's, a colleague's, or resident's interests above one's own, despite physical or other endangerment to the staff member.	
Please provide an explanation as to why this nominee should be selected for the award category marked above. Also indicate if additional supporting documentation is needed, i.e., incident report, news article, etc.	
Program Coordinator Comments:	
Program Coordinator Name:	Program Coordinator Signature & Date:
Award given: Yes _____ No _____ If yes, please list award: _____	

Retain in award file

Life Saver Award Nomination Form

Work Site Location:	
Nominee Information	
Name:	Job Title:
Nominator Information	
Name:	Job Title:
Lifesaver Award: An award bestowed on a staff member who has taken actions to save the life or attempt to save the life of another person.	

Please provide an explanation as to why this nominee should be selected for the award category marked above. Also indicate if additional supporting documentation is needed, i.e., incident report, news article, etc.	
Program Coordinator Comments:	
Program Coordinator Name:	Program Coordinator Signature & Date:
Award given: Yes _____ No _____ If yes, please list award: _____	

Retain in award file

Exceptional Service Award Nomination Form

Work Site Location:	
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Nominee Information	
Name:	Job Title:
Nominator Information	
Name:	Job Title:
Exceptional Service: An award bestowed on an employee or group of employees for performing extraordinary actions that promote professionalism, teamwork, integrity, cultural transformation, and safety. Employees are awarded through some action or accomplishment that has brought distinction or acclaim.	
Award Categories: Please mark all categories for nomination.	
<input type="checkbox"/> Service to themselves <input type="checkbox"/> Their work location <input type="checkbox"/> Their community	
<input type="checkbox"/> Excellence in Teamwork <input type="checkbox"/> The corrections profession <input type="checkbox"/> The KDOC	

Please provide an explanation as to why this nominee should be selected for the award category marked above. Also indicate if additional supporting documentation is needed, i.e., incident report, news article, etc.	
Program Coordinator Comments:	
Program Coordinator Name:	Program Coordinator Signature & Date:
Award given: Yes _____ No _____ If yes, please list award: _____	

Retain in award file

Innovation Award

Work Site Location:	
Nominee Information	
Name:	Job Title:
Nominator Information	
Name:	Job Title:
Innovation: Significant process improvement or removal of barriers that prevent improvement of services.	

Please provide an explanation as to why this nominee should be selected for the Innovation Award. Also indicate if additional supporting documentation is needed, i.e., incident report, news article, etc.	
Program Coordinator Comments:	
Program Coordinator Name:	Program Coordinator Signature & Date:
Award given: Yes _____ No _____ If yes, please list award: _____	

Retain in award file