



ARIZONA
CORRECTIONAL
INDUSTRIES

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STANDARD OPERATING PROCEDURES EMPLOYEE AWARDS COMMITTEE

PURPOSE

This procedure establishes ACI's commitment to ensuring a productive professional employee recognition program. ACI believes in encouraging, recognizing and rewarding outstanding individual achievements through Employee Awards/Recognition. Employee recognition is an important strategy in reinforcing the Department's culture and work ethic.

PROCEDURE

ACI will establish an awards committee comprised of one subordinate personnel from each Regional Manager and one from the Business Office, and one from the Sales Department for a total of an 8 member committee and 1 Chairperson. The committee will meet within the second week during of the last quarter.

GENERAL RESPONSIBILITIES

HR Liaison or Designee shall:

- Select a Chairperson.
- Monitor, direct and assist the committee chairperson when appropriate.
- In the absence of the chairperson act on their behalf or designate a replacement.

Executive Team members, Managers and Supervisors shall:

- Each quarter (3 month period) provide one subordinate personnel from each Region, Business Office and Sales Department to fill one of 8 chairs on the Employee Award/Recognition committee.
- Ensure no one person has the authority to hold back or not submit a nomination.

Committee Chairperson shall:

- Monitor and direct the committee.
- Not have a vote in any nomination unless, there is a tie in which case the designated Chairperson will be the deciding vote.

Committee members shall:

- Meet within the second week of the last month of each quarter at a pre-designated location recommended by the executive team.
- Have no less than three (3) nominations per quarter.
- Be responsible for choosing the best candidate.
- Choosing an employee of the year from one of the quarterly award winners.
- Rotated every year, and shall not serve as a committee member in any consecutive year.
- Encourage cross nominations within ACI.

Nominations shall:

- Be submitted on the ACI Employee Award Nomination form.
- Be forwarded to the chairperson by close of business no later than the fifth (5) working day of the week ending each quarter.
- Not have received formal disciplined within the quarter.
- Should be based upon job reliability, demonstrated task proficiency, results, teamwork, professionalism, and customer service.
- Signify the recipient is the "best of the best" within their assignment locale.

Recipient of Employee of the Quarter Nominations shall:

- Be awarded by a member (s) of the Executive Team a plaque at his/her assigned work location with peers present no later than the last day of the month ending the quarter.
- Have an email with photos of the recipient receiving recognition sent to all ACI employees and published on the ACI Website.
- Have an opportunity to choose a gift from the ACI Employee Instant Gift Tier listing appropriate for the Employee of the quarter
- Receive a positive MAP entry for being the recipient of the employee of the quarter.

ACI General Manager or Designee shall:

Ensure Executive staff, managers and supervisors support the guidelines within this Standard Operating Procedure. Pre-approve any changes and or modifications to this standard operating process.



Brian J. Radecki
General Manager, ACI

ATTACHMENTS

Form, ACI Quarterly Award Nomination, dated 12/05/17