

<p style="text-align: center;">POLICY OF</p> <p style="text-align: center;">STATE OF DELAWARE</p> <p style="text-align: center;">DEPARTMENT OF CORRECTION</p>	<p style="text-align: center;">POLICY NUMBER</p> <p style="text-align: center;">9.11</p>	<p style="text-align: center;">PAGE NUMBER</p> <p style="text-align: center;">1 of 1</p>
	<p>RELATED ACA STANDARDS:</p>	
<p>CHAPTER: 9 Human Resources and Employee Management Relations</p>	<p>SUBJECT: EMPLOYEE RECOGNITION PROGRAM</p>	
<p>APPROVED BY THE COMMISSIONER AND EFFECTIVE THIS DATE:</p> <p style="text-align: right;"><i>[Signature]</i> 6/29/15</p>		
<p>APPROVED FOR PUBLIC RELEASE</p>		

- I. **AUTHORITY:** 11 Del. C. § 6517
- II. **PURPOSE:** To establish an Employee Recognition Program for the Department.
- III. **APPLICABILITY:** All Department employees.
- IV. **DEFINITIONS:** None
- V. **POLICY:** It is the policy of the Department of Correction to recognize the accomplishments of employees who are deserving through their performance of duty, attendance, and years of service. Exceptional off-duty conduct, performance of community services, or other behavior or action which reflects positively on the Department and its employees are also appropriate for Departmental recognition. Recognition is described in the Department of Correction Employee Recognition Plan updated and submitted by Human Resources through the Office of the Commissioner.