

Employee Commendations

360.1 PURPOSE AND SCOPE

Special recognition may be in order whenever an employee performs his/her duties in an exemplary manner. This policy applies to all department employees and volunteers.

360.2 AUTHORITY AND REFERENCES

- Administrative Directive

360.3 POLICY

A written commendation may be made by any supervisor regarding any other employee of the department, provided the reporting person is superior in rank or is the person-in-charge of the individual being commended. Any employee may recommend a commendation to the supervisor of the employee subject to commendation.

360.3.1 HANDLING OF COMMENDATIONS

Employee commendations shall be forwarded to division management in a timely manner. Division managers may retain commendations for submission to the annual awards ceremony, or choose to honor the employee within the division.

360.4 COMMENDABLE ACTIONS

A meritorious or commendable act by an employee of this department may include, but is not limited to, the following:

- Superior handling of a difficult situation by an employee.
- Conspicuous bravery or outstanding performance by an employee of the department.
- Any action or performance that is above and beyond the typical duties of an employee.

360.5 DOCUMENTATION

Commendations shall be submitted utilizing the Employee Commendation Form (attachment).

Commended employees shall receive a copy of their commendation, and a copy shall be placed in their permanent personnel file. Any commendable act under this section shall be noted by the supervisor in the employee's next full evaluation.

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Attachments:

- [1. Employee Commendation Form](#)

RIVERSIDE COUNTY PROBATION DEPARTMENT
EMPLOYEE COMMENDATION FORM

Name of Staff Nominated: _____

Division: _____

Nominated by: _____

Reasons why you think this individual should receive a commendation:
(Use back of form or additional paper if necessary and attach)

Staff Signature: _____

Date: _____