



FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

Secretary /s/, Frank Peterman, Jr.

Date: 7/6/10

Subject: Employee Recognition Program

Section: FDJJ - 1605

Originating Office: Communications

Authority: Sections 110.1245, and 110.503, Florida Statutes
Chapter 60L-37 Florida Administrative Code.

Related References: N/A

Purpose: To recognize and reward employees for their contributions to the Department of Juvenile Justice and the State of Florida.

Offices Affected by the Policy: All offices within the Department of Juvenile Justice.

POLICY STATEMENT:

- The Employee Recognition Program should help to create and sustain a belief by employees that their efforts are not only recognized but also appreciated and valued by Department management, supervisors and co-workers.
- The Department of Juvenile Justice (DJJ) Employee Recognition Program is designed to provide a quick and accurate flow of information that will make the recognition process as simple and as meaningful as possible and to encourage and motivate employees to strive for maximum productivity and creativity.
- The DJJ Employee Recognition Program recognizes those employees and volunteers whose work performance demonstrates extraordinary service, those who have been recognized for increased productivity, reduced costs or increased efficiency, and those employees who consistently demonstrate behavior that, while not viewed as extraordinary service, contributes greatly to the success of their work unit and hence, the Department. The program also recognizes and rewards employees for their years of service to the State of Florida.

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PROCEDURES/MANUALS:

Procedures for this policy are accessible at the Department Policies internet page.