

 <p style="text-align: center;">ALLEGHENY COUNTY BUREAU OF CORRECTIONS</p>	APPLICABILITY: All Authorized Personnel	
	POLICY NUMBER: #637	DATE: 8/21/13 REVIEWED: 3/26/19
	TITLE: Employee of the Month	
	AUTHORIZED BY: ORLANDO L. HARPER SIGNATURE: <i>Orlando L. Harper</i>	

POLICY

It is the policy of the ACJ to select two (2) employees for the Employee of the Month. One (1) employee will be non-uniformed, and the other employee will be a uniformed employee.

PROCEDURAL GUIDELINES

- A. Correctional employees, volunteers and contractors will be able to submit names of officers and non-uniformed employees to the Employee Appreciation Committee. The names must be submitted on the approved form and a narrative as to who, what, when, where and why, the person was selected.
- B. This committee will meet monthly to review the selections from the submitted forms to determine the Employees of the Month.
- C. Employees selected as the Employee of the Month will receive recognition and an award/certificate from the Administration.