I. Authority
In accordance with AS 44.28.030, AS 33.30.021 and 22 AAC 05.155, the Department of Corrections shall establish and maintain a manual of policies and procedures to interpret and implement the statutory and regulatory duties of the department.

II. Reference
Alaska Statutes
AS 44.28.030
AS 33.30.021
Alaska Administrative Code
22 AAC 05.155

III. Purpose
To establish department support for participation in an employee recognition program open to all State of Alaska employees.

IV. Application
To all employees.

V. Definitions
As used in this document, the following definition shall apply:
A. Governor’s Denali Peak Performance Award
Statewide employee recognition program authorized by the Office of the Governor.

VI. Policy
A. The Department encourages participation in the Governor’s Denali Peak Performance Award program.
B. Managers are authorized to establish an Employee Recognition Program within operating units through the development of Standard Operating Procedures. The Commissioner or designee may separately recognize employees who are nominated for, or who are finalists in, the Denali Peak Performance Award program.

VII. Procedures
A. Employees submit nominations to the Denali Peak Performance Award program according to the program’s criteria, procedures and guiding principles.

VIII. Implementation
This policy and procedure is effective on the date signed by the Commissioner.

1/7/2013
Date
Joseph D. Schmidt, Commissioner
Department of Corrections

Original: 12/1/1990
Revised: 9/27/2010
Revised: 1/21/2011