



# Request for Inclusion or Revision to an Administrative Directive

## Connecticut Department of Correction

CN 1301  
REV 11/15/10

Administrative Directive Number: **2.9** Title: **Employee Recognition**

I recommend the following inclusion or revision to the above referenced Administrative Directive (provide detailed explanation):

**Section 4; Awards Ceremony** – Change language to read “The Department of Correction shall normally hold an awards ceremony at least once a year.”

**Section 5; Nomination and Selection Procedures** - Change last sentence of section to read” The rating period shall run from July 1 through June 30.”

See attached documents

### ORIGINATOR

Name: [Redacted] Title: [Redacted] Date: 10/7/14

Signature: [Redacted] Facility/Unit: [Redacted]

### UNIT/DISTRICT/DIVISION RECOMMENDATIONS

Approved	Denied	Signature	Date
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Unit Administrator's signature: <i>[Signature]</i>	Date: 10-7-14
<input type="checkbox"/>	<input type="checkbox"/>	District Administrator's signature: (only needed if originating from facility)	Date:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Division Administrator's signature: <i>[Signature]</i>	Date: 10/17/14

### COMMISSIONER'S DECISION

This request is:  **APPROVED**  **DENIED** Effective date of request: As Practicable

The language/provisions of this inclusion/revision shall be effective as of: \_\_\_\_\_ and subsequently added to the Administrative Directive at the next update.

This inclusion/revision shall be added to the Administrative Directive prior to: \_\_\_\_\_

This inclusion/revision shall be added immediately to the Administrative Directive.

Commissioner's signature: *[Signature]* Date: 10/20/14