

ALASKA COURT SYSTEM
OFFICE OF THE ADMINISTRATIVE DIRECTOR
ADMINISTRATIVE BULLETIN NO. 32
(Amended April 23, 2004)

TO: ALL HOLDERS OF ADMINISTRATIVE BULLETIN SETS:

All Justices	Senior Staff/Court Analyst
All Judges	General Services Manager
Area Court Administrators	Judicial Services
Clerk of the Appellate Courts	APD Warrants
Rural Court Training Assistants	
All Clerks of Court	
All Magistrates	
Law Libraries at Anchorage, Fairbanks, Juneau & Ketchikan	

SUBJECT: Alaska Court System's Employee Awards Programs

I. Purpose

The purpose of the Alaska Court System's Employee Awards Program is to reward outstanding job performance in two areas: achievements and customer service.

Achievement awards recognize employees who have initiated procedural changes, timesaving techniques or participated in special projects to increase efficiency or otherwise improve court operations.

Customer service awards recognize employees who have demonstrated exemplary communication skills, excellence in teamwork, projecting a professional image, and fulfilling the mission of the Alaska Court System.

II. Program

Under this program, an employee or a team of employees may be selected each quarter to receive the employee achievement award, and an employee or a team of employees may be selected to receive the customer service award. Each award winner will receive an engraved plaque and one day off with pay.

III. Eligibility

A. Every classified-permanent, probationary, partially exempt, exempt, and temporary employee is eligible to receive the employee awards. An employee or team of employees (e.g., a department, office or any other group of employees working together) is/are eligible to receive either award.

B. No employee may receive either award more than once in any calendar year.

IV. Employee Awards Committee

- A. Membership. The Employee Awards Committee shall consist of the deputy administrative director, the four area court administrators, the clerk of the appellate courts and the human resources director.
- B. Meetings. The Employee Awards Committee shall meet once every quarter: in January, April, July and October.

V. Administration of the Employee Awards Program

- A. Recommendation of Employees for Award
 - 1. Any employee of the Alaska Court System may recommend another employee of the court system. Employees may also nominate themselves individually or as part of a team. Supervisors are especially encouraged to nominate subordinates. Anonymous nominations will not be considered.
 - 2. Recommendations must be submitted in writing to the Director of Human Resources. Recommendations must contain sufficient detailed information to allow for the evaluation of the employee's achievement or customer service. Written recommendations must be received by the last working day of each quarter in order to be considered for that quarter. The quarterly periods are January through March, April through June, July through September, and October through December.
- B. Selection of Employees for Awards
 - 1. The Employee Awards Committee shall select the recipients at its regular quarterly meeting. The method of the committee operation shall be established by the committee.
 - 2. The Employee Awards Committee shall also inform the supervisor of the employee that the employee has been chosen for an award and is entitled to receive one day off with pay.

Dated: _____

Stephanie J. Cole
Administrative Director

Originally issued on April 6, 1987. In effect since December 12, 1980.

Original Distribution: All Court Employees