

# State of Georgia Public Employee Recognition Information & Nomination Form

## **Introduction**

Georgia Public Employee Awards Recognition Program (GPEARP) is administered under the leadership of the State Personnel Administration, in conjunction with state agencies and departments. The success of Georgia government in being the best-managed, healthy, safe, educated and growing state to meet the needs of its citizens and customers is dependent upon the efforts of its dedicated and committed employees. State employees provide services in the fields of human services, education, transportation, law enforcement, health and many other specialty areas.

Georgia will celebrate the achievements and outstanding service of all state employees during the first week of May. Various events will be held throughout the week of May 5-9, 2008 at the state and agency level. The GPEARP celebrates the outstanding achievements of government employees who made significant contributions above and beyond the normal call of duty to support the citizens of Georgia. The highlight of the week's celebration will be May 7, which will culminate with the Governor's Awards Luncheon. Award recipients and their guests, agency heads, agency coordinators, and nominators are invited to attend the luncheon.

## **Awards Recognition Program Purpose**

To honor and recognize state employees for their unique and diverse achievements, innovative ideas and dedicated service, the state of Georgia's leadership supports and sponsors an annual recognition program that celebrates their appreciation for state employees' dedication, commitment and faithful service. Through the Awards Recognition Program, the Governor recognizes employees for their unique achievement, unswerving devotion and dedicated service in areas such as customer service, community service, innovations and suggestions, safety, heroism, humanitarian, and leadership.

For additional information regarding suggested agency activities, please visit our website at [www.SPA.ga.gov](http://www.SPA.ga.gov) Georgia Public Employee Awards Recognition Program.

## **Awards Nominations Administration**

The State Personnel Administration will accept all nominations submitted and approved by the agency and department coordinators beginning January 3 through March 6, 2008. **All agency and department approved nomination forms must be received by the State Personnel Administration, to the attention of Ms. Paige Jeter, by 5 p.m., March 6, 2008. No postmarks will be accepted.**

Award nominations may be for meritorious service, outstanding performance, a special act or distinguished accomplishment. The written nomination should describe the specific, measurable impact that the recipient's accomplishment had on the agency, the state or its citizens following the **SMART** acronym (**s**pecific, **m**easurable, **a**chievable, **r**esults oriented and **t**ime frame).

Peers, supervisors and agency heads have an opportunity to nominate any eligible state employee whose performance is clearly above and beyond the normal discharge of their duties and requirements. Each agency may submit one nomination form, per nominee and/or team for each category.

The Awards Review Committee will be chosen from the Statewide Planning Committee. The nominations will be placed in one of the award categories. The review committee will be responsible for reviewing and selecting the award recipients. All agency award recipient coordinators will be notified in writing when the final selections have been made. The agency coordinators will be mailed invitations for each award recipient and their guests, agency head, agency coordinator, and nominators to attend the Awards Luncheon. The award recipient is only allowed two (2) guests maximum. The agency coordinator will be responsible for distributing the invitations and will RSVP the number of attendees to the SPA Program Manager.

Nomination forms may be obtained from your Agency Coordinator or Human Resource Manager or downloaded at [www.SPA.ga.gov](http://www.SPA.ga.gov) Georgia Public Employee Awards Recognition Program.

For more information on Georgia Public Employee Recognition Program, contact Ms. Paige Jeter, Program Manager, State Personnel Administration, at 404-651-5042 or [paige.jeter@SPA.ga.gov](mailto:paige.jeter@SPA.ga.gov).

### **Awards Nomination Eligibility**

- Individual or team must have been a full or part-time, benefits eligible employee and actively performed duties within the calendar year (January 1-December 31, 2007).
- A team must consist of two or more members.
- Individual or team member cannot be an elected official, member of the judiciary, legislature or an agency head.
- If an individual or team member is deceased, retired or on leave-without-pay, accomplishment must have occurred during active State employment.
- An individual or team member may be nominated for any category.

## **Nomination Rules**

The performance must be clearly above and beyond that which would be expected from an employee who is fully and competently discharging all of the duties and requirements of their job.

One page typed narrative in 12 font, Times New Roman, single-spaced and 1-inch margin-**do not exceed one page limit**, should follow the SMART acronym (specific, measurable, achieved, results, timeframe).

- (S) Describe the **specific** impact the individual/team accomplishment had on the agency, the state or its citizens.
- (M) Describe the **measurable** impact the performance had upon the agency, the state or its citizens.
- (A) Describe the accomplishment(s) **achieved**.
- (R) Describe the **results**.
- (T) Calendar year **time frame** (January 1, 2007 – December 31, 2007).

All nomination forms must be submitted directly to your agency Employee Recognition Coordinator or HR Manager. Failure to submit as indicated could result in your nomination not being submitted at the state level and could disqualify the nomination from being reviewed by the Awards Nomination Review Committee. For more information, visit [www.SPA.ga.gov](http://www.SPA.ga.gov) Georgia Public Employee Awards Recognition Program for the name of your agency coordinator/HR Manager.

Each agency may submit one individual and/or team nomination per category. Only one category may be selected on each nomination form.

All nominations must be reviewed and signed by the agency head or designee. Electronic signatures are acceptable. Original nomination form with a signature should follow in the mail and received by March 6, 2008.

Faxed copies are acceptable, but original nomination form and narrative must follow in the mail and be received by March 6, 2008.

All information on the form must be complete. Failure to include all requested information could result in the nomination being disqualified and not evaluated by the Awards Review Committee.

## **Award Categories**

**Customer Service** – the individual or team made exceptional contributions that exceeded expectations in delivering services to external and/or internal customers. This individual or team must have taken exceptional initiative in “going the extra mile” to provide service to internal and/or external customers with timely and appropriate follow-up, responsiveness to the needs of all customers and demonstrated improvement of customer service and satisfaction.

**Community Service** –the individual or team through volunteerism or paid community service, must have exhibited dedication by improving the quality of life for members of the community and/or made program improvements. This may be an individual or team who has broad-based or community involvement, i.e. community or professional boards, service clubs, faith-based organizations, local and national charitable, legal or professional, or political and civic organizations. (Duties performed within state government do not count. Efforts must be performed on personal time in the community.

**Innovations/Suggestions** –the individual or team submitted a suggestion that significantly improved procedures. This may have involved an increase in efficiency, a decrease in costs or time, improved public relations, or enhanced internal or external communication. (Previously awarded Employee Suggestion Program participants whose tangible suggestion award savings exceeded \$1,000.00 should not be submitted for this award. They will be recognized through the Employee Suggestions Program at the awards ceremony. This category is for first-time innovations/suggestions).

**Safety** – the individual or team created and/or utilized innovative initiatives or approaches to protect and/or ensure the health and safety of state workers or external customers. This individual or team must have implemented a safety program for the workplace; took an active role in being a strong advocate of safety and health; demonstrated significant safety improvement over previous conditions; consistently maintained a good safety program or made an extra effort to improve or correct a specific aspect of safety within the workplace.

**Heroism** – the individual or team demonstrated outstanding judgment, courage, self-possession, or ability in an emergency; meritorious action or service to prevent injury, loss of life, or prevent damage to or loss of property. An individual or team may have demonstrated unusual heroism and extraordinary skill or resourcefulness in saving or attempting to save a life at risk to self.

**Leadership** –the individual or team exemplified and promoted outstanding leadership qualities and behaviors. This individual or team is blazing a trail for others to follow, “head and shoulders above others” in achieving significant and tangible benefits for the agency or work unit.

**Humanitarian** –the individual or team demonstrated significant humane concern that was characterized by tenderness, compassion, and sympathy for people or animals, especially the suffering or distressed, that improved the individual(s) welfare, happiness and dignity.

If you have additional questions, please contact Ms. Paige Jeter by email at [paige.jeter@SPA.ga.gov](mailto:paige.jeter@SPA.ga.gov) or call 404-651-5042.

# **State of Georgia Public Employee Recognition Nomination Form**

**Submit original form to agency coordinator or HR Manager**

**Award Category** (only one category or nominee may be selected per form)

- ☐ Customer Service Award      ☐ Community Service Award      ☐ Safety Award
- ☐ Humanitarian Award      ☐ Leadership Award      ☐ Heroism Award
- ☐ Innovations/Suggestions Award

<b>Nominee/Team Name:</b>	
<b>Team Members Name: (Include all team members)</b>	
<b>Agency Name:</b>	
<b>Nominee/Team Business Address:</b>	
<b>Nomination Submitted by: (Please type name and provide signature)</b>	
<b>Nominator email address:</b>	
<b>Agency Coordinator/HR Manager Signature:</b>	
<b>Agency Coordinator/HR Manager Business Telephone:</b>	
<b>*Signature of Agency Head or Designee: (Please type name and provide signature)</b>	

**\*All nomination forms must be reviewed and signed by the agency head or designee.**

**Complete all information on this page. Failure to include all requested information could result in the nomination being disqualified and not evaluated by the Awards Review Committee.**