

State Employees' Awards for Excellence 2008 Nomination Form

Name of Nominee	
Department/University	
Division/Work Unit	
Nominee's Work Phone No.	Nominee's Work E-Mail
Supervisor	
Supervisor's Work Phone No.	Supervisor's Work E-Mail

Please Check One Award Category: (definitions on following page)

Outstanding State Government Service

Human Relations

Innovations

Public Service

Safety & Heroism

Spirit of North Carolina Award

Nominee's Home Address	
Street or Route	
City	Zip Code
Nominee's Home Phone (Please include area code)	

Submitted By	Relationship to Nominee (coworker, supervisor, etc.)
Signature	

In addition to the nomination form, a written nomination describing why the person is being nominated must be included. The nomination must be typed (12 point type) on one side of no more than two sheets of 8 1/2 by 11 inch paper.

Nomination Rules

Nominations must comply with the following rules. The State Employees' Awards for Excellence Selection Committee will not consider nominations that do not comply with the rules.

- In addition to the nomination form, a written nomination describing why the person is being nominated must be included. The nomination must be typed (12 point type) on one side of no more than two sheets of 8 1/2 by 11 inch paper.
- All information on the nomination form must be complete, including signatures.
- All nominations must be submitted on the 2008 nomination form. Information other than the nomination form and the two-page nomination will not be considered.
- **All nominations must be submitted to the Office of State Personnel by July 15, 2008.**

Qualifying Employees

Nominees must be permanent state employees who are Subject to the Personnel Act (SPA). Universities have the option to include faculty and administrators who are Exempt from the State Personnel Act (EPA). Elected officials, university chancellors or employees with the public school or local community college systems are not eligible. Nominees must have made major contributions reflecting credit on themselves and State service. The accomplishments must be so outstanding that special recognition is justified.

Award Categories

Outstanding State Government Service — Exhibited unselfish devotion to duty far and above the normal requirements and contributed significantly to the advancement of state service to the citizens of North Carolina.

Innovation — Initiated fruitful study and investigation or successfully established new and outstanding methods, practices, plans or designs. (If an employee has been recognized by the State Employees' Incentive Bonus Program for this innovation, they are not eligible for the Award for Excellence.)

Public Service — Made outstanding contributions by participating in or implementing community and public service projects (such as volunteering with various non-profit organizations).

Safety and Heroism — Demonstrated outstanding judgment or courage in an emergency, voluntarily risking his/her life, or exhibited meritorious action to prevent injury, loss of life or prevented damage to or loss of property.

Human Relations — Made outstanding contributions toward enhancing the quality and morale of the workplace or creating a better public image of state government (such as positive personal interaction with other employees; public awareness; working on relations internally within an agency; or collaboration between different agencies).

Spirit of North Carolina - Exemplified the state motto "To be, rather than to seem." Helped others in the pursuit of excellence. Served as an ambassador for the State of North Carolina

**All nominations must be submitted through the agency/university coordinator.
Forms missing any of the required signatures will be returned to the agency
If this delay causes a nomination to miss the state deadline, it will be disqualified.**