

2012 Missouri State Employee Awards for Distinction Nomination Form

Qualifying Employees: Any state employee may nominate another state employee whom is employed in good standing. Department directors, deputy department directors, division directors, deputy division directors, and elected officials (including acting and official) are not eligible for this award. **Nomination submissions are for acts during the period of April 1, 2011 through February 28, 2012.** All nominations must be submitted through the agency/department coordinator. (A list of agency/department coordinators is available at <http://serd.mo.gov/pdf/coordinators.pdf>)

NOMINEE INFORMATION	
Name of Nominee:	Nominee's Job Title:
State Agency/Department:	Division/Section:
Work Mailing Address: Dept./Agency/Street/City/Zip	
Work Phone Number:	Work E-Mail:
SUPERVISOR INFORMATION	
Name of Supervisor:	Supervisor's Phone Number:
Supervisor's E-Mail	
NOMINATOR INFORMATION	
Nominator	Relationship to Nominee:
Nominator's Signature:	

Please Check One Award Category:

- Heroism
- Human Relations
- Innovative Suggestion of the Year ([only state agency MoRE coordinators may nominate for this category](#))
- Leadership
- Public Service
- Safety

Nominee's Job Title and Job Duties

The Selection Committee may not be familiar with each state employee's job. **Please provide the nominee's working title and a brief explanation of job duties in the space below.** When applicable, the committee will compare this section to the narrative and nomination to see what is clearly "above and beyond" the employee's day-to-day job responsibilities.

In addition to the nomination form, a written narrative describing why the person is being nominated must be included. The narrative must be typed (12 point; Times New Roman; with one inch margins) on one side of one sheet of 8 ½ by 11 inch paper.

This nomination was selected to represent our department/agency in the category selected above. This nominee's employee credentials were verified and approved by the agency/department director.

Signature of Agency/Department Director

Signature of Agency Coordinator

How to Nominate for the Missouri State Employee Awards for Distinction

The Missouri State Employee Awards for Distinction Selection Committee will not consider nominations that do not comply with the following:

- Complete the Awards of Distinction nomination form and submit it along with any supporting documentation to your agency coordinator.
- In addition to the nomination form, a written narrative describing why the person is being nominated must be included. The narrative must be typed (12 point type) on one side of no more than one sheet 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 2012 nomination form with the typed written information included.
- Completed nominations must be received by the Division of Personnel by close of business on March 16, 2012.

Award Categories

Heroism

Awarded for demonstrating exceptional judgment or courage in a potentially serious situation outside the scope of the workplace, or in a situation far above and beyond the duties and responsibilities of the employee's position and which reflect credit upon the State of Missouri, whether or not the act was performed during working hours (as demonstrated by voluntarily risking one's own life, or exhibiting meritorious action to prevent injury, loss of life or prevent damage to, or loss of property).

Human Relations

Awarded for outstanding contributions toward enhancing the quality and morale of the workplace, or creating a better public image of state government (as demonstrated by positive personal interaction with other employees; championing public awareness of the agency's mission; working to improve relations internally within an agency; or collaboration between different agencies).

Innovative Suggestion of the Year

Awarded to an employee who submitted a suggestion via the *Missouri Relies on Everyone (MoRE) State Employee Suggestion System* that best exemplifies how the ideas of state employees can serve to initiate and/or establish a new method, practice, plan, or design which provides an "added value" to state government, or solves a unique problem in a creative manner.

Note: Each Agency MoRE Coordinator will send their agency's "best of the best" suggestions submitted to the MoRE Suggestion System between the periods of January 1, 2011 – January 1, 2012 for this award. Only nominations received from Agency [MoRE Coordinators](#) will be accepted for this category.

Leadership

Awarded to an employee who exemplified and promoted outstanding leadership qualities and behaviors. The employee "sets the standard" for others to follow, and consistently performs at a superior level in achieving significant and tangible benefits his/her department/agency (as demonstrated by guiding, directing, or influencing fellow employees in a positive and productive manner).

Public Service

Awarded for outstanding dedication to the advancement of state service which enhances the quality of life to citizens that is far and above the employee's normal job requirements or who through volunteering service and/or time improved the quality of life for members of the community (as demonstrated by participation in or implementation of community and public service projects and/or volunteering with various non-profit organizations at the local, state, national, or international level).

Safety

Presented to an employee or team of individuals whom created and/or utilized innovative initiatives or approaches to protect and/or ensure the health and safety of state workers or customers (examples include, but are not limited to: implementation of a safety program for the workplace; an active role in being a strong advocate of safety and health; demonstrated significant 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).

All nominations must be submitted through the department/agency 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.