

Nomination Form – 2017 Missouri State Employee Awards of Distinction

Any state employee may nominate another state employee whom is employed in good standing for an ***Award of Distinction***. 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 January 1, 2016 through December 31, 2016.**

All nominations must be submitted through the agency/department coordinator who will verify the nomination and forward to the Division of Personnel. Approved and completed nominations must be received in the Division of Personnel by close of business on **May 15, 2017**. Click [here](#) for a list of Agency Coordinators.

NOMINEE INFORMATION

Name of Nominee: Mr. / Ms.	Nominee’s Job Title:
State Agency/Department:	Division/Section:
Work Mailing Address: [Street/City/Zip]	
Work Phone Number:	Work Email:

SUPERVISOR INFORMATION

Name of Supervisor:	Supervisor’s Phone Number:
Supervisor’s Email:	

NOMINATOR INFORMATION

Nominator’s Name:	Relationship to Nominee:
Work Phone Number:	Work Email Address:

Nominator’s Signature:

Please Check One Award Category:

- Heroism
- Human Relations
- Innovative Suggestion of the Year [this category is only open for selection by AgencyMoRE coordinators]
- Leadership
- Public Service
- Safety

NOMINEE’S JOB DUTIES – Please provide a brief [150 words or less] description of the nominee’s day-to-day responsibilities.

Attach to this nomination form a one page narrative [Times New Roman – 12 pt], describing why the person is being nominated for the selected category. [500 words or less]

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/Department Coordinator
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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:

- The completed Awards of Distinction nomination form must be submitted with any supporting documentation to and signed off by your agency coordinator, and signed off by your agency/department director.
- In addition to the nomination form, a typewritten one page narrative describing why the person has been nominated for the selected category must be included and attached to this form.
- All information on the nomination form must be complete, including signatures.
- All nominations must be submitted on the 2017 nomination form.
- Completed nominations must be received by the Division of Personnel by close of business on **May 15, 2017**.

Award Category Descriptions

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, 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, 2016 – December 31, 2016 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