

Nomination Form – 2018 Missouri State Employee Award 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, 2017 through December 31, 2017.

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 **April 11, 2018**. 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
- Innovation
- 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

How to Nominate for the Missouri State Employee Award of Distinction

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

- The completed Awards of Distinction nomination form must first be submitted with any supporting documentation to your agency coordinator, and approved by your agency/department director before it can be sent to the Division of Personnel.
- 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 2018 nomination form.
- Completed nominations must be received by the Division of Personnel by close of business on **April 11, 2018.**

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, 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).

Innovation - Awarded to an employee for their contributions toward a more efficient or productive work process or procedure, including providing a service, improving service quality, or developing money saving ideas.

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 creates and/or champions 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