State of Delaware

Human Resource Management

Delaware Award for Excellence and Commitment in State Service

Nomination Guidelines

The Delaware Award for Excellence and Commitment in State Service (hereafter referred to as the Delaware Award) is an annual award presented to 5 recipients who exemplify excellence in state government.

Eligibility

All agencies/departments are encouraged to submit nominations for the Delaware Award. Nominees may be an individual or a group of up to five employees working in full time merit or merit comparable positions. Groups of six or more are encouraged to apply for the Governor's Team Excellence Award.

Nominations

Agencies may submit multiple nominations based on the number of full-time equivalent (FTE) positions in their department. To determine the number of nominations submitted by your agency, see the chart to the right.

If there is no formal agency award program or an insufficient number of nominees at the agency level, any State employee may nominate another State employee for the Delaware Award. The nomination must be submitted to the Cabinet Secretary/Agency Head of the department for which the nominated employee works.

FTE's	Nominations
Up to 1,000	1
Up to 2,000	2
Up to 3,000	3
Up to 4,000	4
Greater than 4,000	5

Nomination may not be more than five pages including the nomination form, photographs, samples of work, etc.

Endorsement

Nominations for the Delaware Award must be accompanied by an endorsement from the Cabinet Secretary or Agency Head. The endorsement should be sent via mail with the nomination and any supporting documents attached.

Selection Criteria

Nominations are judged on accomplishments, contributions, and/or performance in state service. This may be a result of a one-time special act, service or accomplishment, or sustained excellence over a period of time.

Selection Committee

The Selection Committee is appointed by the Governor. Members shall include the President Pro Tem of the Senate, Speaker of the House, Office of Management and Budget's Human Resource Director, one Cabinet Secretary or Agency Head, one union official, three state employees (2 shall be pay grades 1 through 10), and 1 representative from the private sector.

Submission Deadline

Friday, February 10, 2012 at 4:30 p. m. via email to Larry.Trunfio@state.de.us.

Awards

Award recipients and nominees will be honored at a special ceremony during Public Service Recognition Week in May. Photographs of the recipients will be added to the Office of Management and Budget, Human Resource Management's Statewide Employee Recognition Program website.

Making a Difference for Delaware