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INSTRUCTIONS FOR “INDIVIDUAL” NOMINATION CATEGORY

Nominating One State Employee for a 2009 Prudential - Davis Productivity Award

This category of awards honors innovation, creativity and results that substantially exceed a nominee's job description and performance expectations, and that document his/her measurable contribution toward increasing the value of state service delivery.

An individual employee is eligible to win a cash award of \$200 to \$2,000, a commemorative plaque, or a certificate of commendation. Please see examples on pages 30-34 and 35-41 of the 2008 Prudential - Davis Productivity Awards Magazine. Hard copies were distributed at awards presentations in June 2008. To download an electronic version, click on the link below.

- [2008 Awards Magazine](#)

Any employee, supervisor or manager can submit a nomination. **The deadline for submitting nominations to your Agency Awards Coordinator is Tuesday, September 30, 2008. Individual agency deadlines may vary; therefore, please verify your respective agency's submission deadline date with your Agency Coordinator.** Award winners will be notified by March 16, 2009 and presentations will be held throughout the state in June 2009.

Private citizens are strongly encouraged to recommend individuals who have provided exemplary public service. For more information on the nomination process, please contact Ms. Clarissa Dunlap, Executive Director of the Prudential - Davis Productivity Awards, via email at cdunlap@floridatwatch.org or call (850) 222-5052.

ONLINE NOMINATION SYSTEM

Nominations should be filled out using the Online Nomination System at www.floridatwatch.org/dpanomination. Through this system, you will be able to fill out, save for further editing, and submit your completed nomination for review by your manager, agency coordinator and agency head.

PRIORITY CHARACTERISTICS

All achievements nominated for 2009 Prudential - Davis Productivity Awards (except any recognizing hurricane preparation and relief efforts) MUST have at least five (5) of the priority characteristics listed below, but are not limited to five.

- a. Achievement solved a problem or improved an efficiency deficit that benefits the public.
- b. Achievement has been, or can be, adapted and implemented by other state or local government employees in Florida or other states. **Note: If your nominee's achievement is adapted/implemented by others between the time you submit your nomination and February 2009, please email a brief comment to Ms. Clarissa Dunlap, Executive Director of the Prudential - Davis Productivity Awards, cdunlap@floridataxwatch.org, in order to advise the Panel of Judges.**
- c. Achievement is a quality improvement process that included process mapping, and that cut costs, and measurably improved external and/or internal operations and/or customer satisfaction.
- d. Achievement occurred despite an organizational obstacle or personal adversity, or required an unusual amount of initiative, perseverance, creativity and/or extra effort beyond the nominee's job description, performance expectations and day to day routine for a sustained period of time.
- e. Nominee ranked above others who performed the same or similar work in 2007-08, particularly compared to others in his/her office, region-wide, district-wide, and/or statewide.
- f. First-in-Florida achievement.
- g. First-in-the-nation or nationally significant achievement.
- h. Achievement relates to an agency's core values and/or is a Crist/Kottkamp Administration priority listed on pages 5-6 of this file.
- i. Achievement addresses a homeland security issue
- j. Achievement produced a service that benefits citizens or the private sector
- k. Achievement increased federal funding or state revenue collection
- l. Achievement produced state general revenue savings
- m. Achievement has been, or can be, patented or copyrighted
- n. Achievement required the nominee to formulate a new process, design a new technological approach, or create new software beyond job expectations
- o. Achievement required extra uncompensated hours of work in addition to the nominee's normal work week (*applies to employees who are not subject to the Fair Labor Standards Act*).
- p. Achievement has produced \$100,000 or more added value (cost savings, cost avoidance or additional revenue)
- q. Achievement brought previous sub-par performance up to an acceptable or better level

r. Achievement has been, or can be, considered for submission to the Service First Savings Sharing program, and/or relates to participation in the Florida Sterling program

WHAT NOT TO NOMINATE

Routine improvements such as the following **should not be nominated** for a 2009 Prudential - Davis Productivity Award:

- 50% or more of the achievement resulted from additional funding, a staffing increase, assistance from non-nominees and/or purchase of equipment
- Employee spent five hours creating a database.
- Employee spent seven hours creating a brochure.
- Employee painted a building and received extra pay.
- Employee spent 40 hours converting a manually developed provider list to an electronic provider database using Excel software.
- Employee provided classroom training involving a worthwhile program, but 90% of her efforts were considered to be within her job expectations.

PREPARING YOUR NOMINATION

- **Please do not use acronyms, without explanation, for the names of organizational units, job titles, or state programs.**
- Please **DO NOT** submit nomination of both an individual and a team, work unit or partnership for the same achievement.
- The title of your nominee's achievement **MUST** begin with an **action verb** such as "Developed," "Reduced," etc., and it **MUST** be understandable to people with no knowledge of your agency's operations. Titles like "Saved Money," "Improved Operations," "Exemplary Performance" are not acceptable.
- Worthy achievements are unlikely to receive the recognition they may deserve if numerical performance data are not provided.

SUBMITTING YOUR NOMINATION

All achievements must be submitted through to the Prudential – Davis Productivity Awards office through the online system, via your agency coordinator. Once you, as a nominator, save a nomination form, your agency coordinator will receive an email alerting him or her that someone from their agency has filled out a form. This will allow agency coordinators to assist nominators with any questions that may arise, and to move nominations through the approval process.

When a nominator submits a nomination, an email message will be sent to the Immediate Supervisor who is designated in the nomination form, for review. Once the Supervisor has

reviewed and added supporting comments to the nomination, it will go to the Agency Head or Designee for final approval.

After the Agency Head or Designee approves the nomination, the agency coordinator will submit the nomination to the Prudential – Davis Productivity Awards office.

Please do not send videos, exhibits or reports supporting your nomination. You will be contacted if additional information is needed.

If there is a significant change in the status of your nominee or the nomination, **such as your nominee moving to another agency, or leaving state employment**, between the time your nomination is submitted and the awards presentations, kindly notify your agency awards coordinator and Clarissa Dunlap, Executive Director of the Prudential - Davis Productivity Awards, at cdunlap@floridataxwatch.org. Disbursement of the award will be at the discretion of the agency.

EVALUATING YOUR NOMINATION

Factors considered in evaluating your nomination will be:

- The extent to which the nominee's achievement embodies five or more of the priority characteristics listed above;
- The extent to which your nominee's achievement required innovation, skill, extra effort and perseverance above and beyond his/her job description and exceeded day-to-day performance expectations of his/her peers;
- The adaptability of your nominee's achievement by other individuals, teams, or work units and;
- A persuasive comment by an agency manager who is knowledgeable about your nominee's achievement. Following are sample comments:

"The nominee developed new and more efficient procedures totally on his own initiative, while striving to better meet consumer needs, accomplish the mission of the agency, and decrease costs. The nominee's commitment to his job is second to none. The significance of the cost savings alone is on such a high scale that it has and will continue to have a major impact on our agency."

"The nominee battled the odds to win this accomplishment. He was tenacious in collecting and presenting the facts to vendors. A less dedicated person may have lost their resolve during such a long and heated negotiation. I enthusiastically support approval of this nomination and recommend a cash award."

"The nominee exhibited unparalleled professionalism and enthusiasm in performing all administrative tasks associated with a federally funded program. She volunteered for this assignment despite her already high workload, which allowed the Department to save the \$5,000 cost of hiring a temporary program assistant."

Each of the above factors is evaluated relative to your nominee's job. This allows nominees at diverse levels of state employment the same opportunity to win awards.

Nominations are evaluated initially by Prudential - Davis Productivity Awards staff. Where necessary, nominators are contacted to clarify responses and provide additional documentation of achievements. Florida TaxWatch staff and university-based Senior Fellows conduct a second evaluation of selected nominations. Teams of judges individually review nominations prior to the full Panel of Judges meeting to discuss them and make awards decisions.

CRIST/KOTTKAMP PRIORITIES

FLORIDIANS' SAFETY AND SECURITY (Prevention, Education, Enforcement)

- Improve tracking of sexual offenders
- Improve information sharing among state and local agencies through software enhancement and data warehousing programs
- Provide law enforcement education on electronic media victimization of children
- Improve internet safety, including protection of students from cyber predators, and continuing education for parents, teachers and administrators to identify students at risk of being victimized by internet predators

EDUCATION INITIATIVES

- Raise student achievement and work ethic by fostering small learning communities, including charter and technical centers
- Employ a reading coach in every public school
- Promote the importance of physical education and health education
- Facilitate home schooling without extensive state regulation

HEALTHCARE INITIATIVES

- Increase affordability of prescription drugs
- Improve access to care, including expanding the quality of, and options to, emergency care; strengthen care in rural communities; increase home and community-based services; and minimize red tape in building new health facilities
- Emphasize wellness by promoting school and workplace fitness and nutrition; and by
- encouraging early intervention and awareness of substance abuse and mental illness

- Create standards for best practices to reduce hospital-acquired infections; and collect and manage data on mistakes or oversights to improve outcomes

ADOPTION /ABUSE PREVENTION INITIATIVES

- Increase child adoption

CIVIL RIGHTS

- Increase employment of ex offenders

OPEN GOVERNMENT

- Assure state agency compliance with public records/open government requests
- Implement the Clear Language Initiative to improve communication with the public

PROPERTY TAX AND INSURANCE REFORM

PLAIN LANGUAGE

For more information on the Crist/Kottkamp Priorities, please visit Governor Charlie Crist's web site: www.flgov.com