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## **“SUSTAINED EXEMPLARY PERFORMANCE”**

### **Nominating an Individual, Team, Work Unit, Division, District, Institution or Comparable Organizational Unit for a 2009 Prudential - Davis Productivity Award**

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This category of Prudential - Davis Productivity Awards recognizes:

- An individual state employee with 20 or more years of state service who has a documented history of exceptional performance.
- An individual state employee who has won five or more Prudential - Davis Productivity Awards over a period of five or more years.
- Two or more state employees who, as a team or as members of a work unit within a division of a state agency, have won five or more Prudential - Davis Productivity Awards, or who have received other recognition over a period of five or more years, and/or who, as a team or members of a work unit within a state agency, have provided exemplary state services for 20 or more years.
- Two or more state employees from different divisions within a state agency, or from two or more state agencies, who have won five or more Prudential - Davis Productivity Awards, or received other recognition, over a period of five or more years.

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 also strongly encouraged to recommend individuals, work units, bureaus, divisions, districts, institutions and comparable organizational units that have provided exemplary public service over a period of at least five years.

For more information on the nomination process, please contact Ms. Clarissa Dunlap, Executive Director of the Prudential - Davis Productivity Awards, via email at [cdunlap@floridataxwatch.org](mailto:cdunlap@floridataxwatch.org) or call (850) 222-5052.

**Those interested in submitting nominations for Sustained Exemplary Performance recognition are requested to review material on pages 20-26 of the 2008 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](#)

## ONLINE NOMINATION SYSTEM

Nominations should be filled out using the Online Nomination System at [www.floridataxwatch.org/dpa/nomination](http://www.floridataxwatch.org/dpa/nomination). 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.

## PREPARING YOUR NOMINATION

- Please do not use acronyms, without explanation, for the names of organizational units, job titles, or state programs.
- Your nominee's sustained exemplary performance may not receive the recognition it deserves if a listing of positions held and numerical performance data are not provided for the years covered by your nomination.

## EVALUATING YOUR NOMINATION

Factors considered in evaluating your nomination:

- Quantitative and qualitative achievements and added value produced by your nominee in his/her various positions during state service or 20 years or longer;
- The amount of innovation, skill, effort and perseverance beyond day-to-day performance expectations demonstrated by your nominee in order to have won five or more Prudential - Davis Productivity Awards, or other recognition, over a period of five or more years or longer; and
- A persuasive comment by an agency supervisor or manager who is knowledgeable about the nominee's performance over a period of years.