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## INSTRUCTIONS FOR TEAM, WORK UNIT, OR PARTNERSHIP CATEGORY

### Nominating a Team, Work Unit, or Partnership for a 2009 Prudential - Davis Productivity Award

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This category of awards honors innovation, creativity and results that substantially exceed the nominees' job descriptions and performance expectations, and that document their measurable contribution toward increasing the value of state service delivery.

Teams, work units and partnerships consisting of two or more persons are eligible to win cash awards of \$300 to \$2,500 plus commemorative plaques and certificates of commendation. Please see examples on pages 32-34, and 43-66 of the 2008 Prudential - Davis Productivity Awards Magazine. Hard copies were distributed at the awards presentations held statewide 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 teams, work units or partnerships that have provided exemplary public service. For more information on the nomination process, please contact Ms. Clarissa Dunlap, Executive Director of the Prudential Financial - Davis Productivity Awards, via email at [cdunlap@floridataxwatch.org](mailto:cdunlap@floridataxwatch.org) or call (850) 222-5052.

### ONLINE NOMINATION SYSTEM

Team, Work Unit and/or Partnership nominations should be filled out using the Online Nomination System at [www.floridataxwatch.org/dpanomination](http://www.floridataxwatch.org/dpanomination). Through this system, you will be able to enter information, 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 teams, work units, partnerships, agencies, local governments, or in 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](mailto:cdunlap@floridataxwatch.org), in order to advise the Panel of Judges.**
- c. Achievement is a quality improvement process that included process mapping, cut costs and measurably improved external and/or internal operations and/or customer satisfaction
- d. Achievement occurred despite an organizational obstacle that required an unusual amount of initiative, creativity, perseverance and/or extra effort beyond performance expectations for a sustained period of time
- e. Team, Work Unit or Partnership ranked above others that performed the same or similar work in 2007-08, particularly compared to others 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 4-5 of this file.
- i. Addresses 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 approach, or create new software beyond job expectations
- o. A partnership of two or more agencies achieved more than the sum of two or more agencies would have achieved separately
- p. Achievement required extra uncompensated hours of work in addition to normal work weeks of members of a team, work unit or partnership (*applies to employees who are not subject to the Fair Labor Standards Act*)
- q. Achievement produced \$100,000 or more added value (cost savings, cost avoidances or additional revenue)

- r. Achievement brought previous sub-par performance up to an acceptable or better level
- s. Achievement has been, or can be, considered for submission to the Service First Savings Sharing Program, and/or 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:

- Achievements in which additional funding, a staffing increase, assistance from non-nominees and/or purchase of equipment was responsible for 50% or more of the achievement.
- Two employees spent 100 hours burning information on a CD.
- Two supervisors spent 30 hours developing and implementing a plan to use overlapping shared positions to handle phone calls during a daily three-hour peak period.
- Two employees spent 100 hours creating a web site. All hours were on tasks considered to be within their performance expectations.
- A worthwhile social services achievement -- including a dog training program -- was unrelated to productivity.
- Fourteen employees spent an average of four hours each on a networking partnership event. This achievement consisted of inputs, not results.

## **PREPARING YOUR NOMINATION**

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

## **SUBMITTING YOUR NOMINATION**

All achievements nominated by state employees must be submitted electronically using the Online Nomination System and via awards coordinators.

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's achievement 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](mailto: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 nominees' achievement required innovation, skill, extra effort and perseverance above and beyond their job descriptions and exceeded day-to-day performance expectations of their peers; and
- A persuasive comment by an agency manager who is knowledgeable about your nominee's achievement. Following are sample comments:

"The nominees deserve recognition because the deterrent impact of recoveries and convictions resulting from their commitment has not been attempted on this scale by any counterpart agency's staff. I have not seen this level of dedication by any other group in my more than 20 years of government service."

"The nominees saved more than twice their annual salary and achieved national recognition for Florida's initiative."

"This group of individuals is among the best I have ever supervised. They are consistently reliable and produce quality work. They are a model work unit and should be held up as a wonderful example of how dedicated clerical support staff can make a tremendous difference and how important they are to efficient functioning of state government."

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](http://www.flgov.com).**