



*presents the*



## INSTRUCTIONS FOR

### "INDIVIDUAL" NOMINATION CATEGORY

#### Nominating One State Employee for a 2010 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 40, 42 and 50-53 of the 2009 Prudential - Davis Productivity Awards Magazine. Hard copies were distributed at awards presentations in June 2009. To download an electronic version, click on the link below.

- [2009 Awards Magazine](#)

Any employee, supervisor or manager can submit a nomination. **The deadline for submitting nominations to your Agency Awards Coordinator is Friday, October 2, 2009. 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 15, 2010 and presentations will be held throughout the state in June 2010.

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@floridatxwatch.org](mailto:cdunlap@floridatxwatch.org) or call (850) 222-5052.

### ONLINE NOMINATION SYSTEM

Nominations should be filled out using the Online Nomination System at [www.floridatxwatch.org/dpa/nomination.php](http://www.floridatxwatch.org/dpa/nomination.php). 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 2010 Prudential - Davis Productivity Awards (except any recognizing hurricane preparation and relief efforts) **MUST** provide a response to the first three (3) items below and embody at least five (5) of the priority characteristics listed from 4-14, but are not limited to five.

1. Achievement solved a problem or corrected an efficiency deficit.
2. Achievement measurably improved service delivery, customer satisfaction, and/or internal operations, relative to the nominee's position and organizational level.
3. Achievement resulted in significant cost savings, cost avoidance and/or increased collection of state revenue or federal funding.
4. Achievement can be, and/or has been, adapted and implemented by other state employees or teams in order to maximize its productive value. **Note: If your nominee's achievement is adapted/implemented by others between the time you submit your nomination and February 2010, 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.**
5. First-in-Florida achievement.
6. First-in-the-Nation achievement.
7. Achievement made a change in program policies or service delivery that required formulation of a new process or design of a new technological approach.
8. Achievement occurred despite an organizational obstacle or personal adversity, or required an unusual amount of initiative, creativity and/or extra effort beyond the nominee's job description, performance expectations and day-to-day routine for a sustained period of time.
9. Achievement measurably promotes a Crist/Kottkamp Administration priority and/or a core value of your nominee's agency.
10. Achievement produced a service that benefits citizens or the private sector.
11. Achievement addresses a homeland security issue
12. Nominee(s) ranked above others performing the same or similar work, particularly statewide.
13. Achievement is similar to an achievement that has been recognized by a Prudential - Davis Productivity Award or recognized by another source.
14. Achievement has been, or can be, patented or copyrighted.

## WHAT NOT TO NOMINATE

Routine improvements such as the following should not be nominated for a 2010 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](mailto:cdunlap@floridataxwatch.org). Disbursement of the award will be at the discretion of the agency.

## **EVALUATING YOUR NOMINATION**

Nominations are evaluated in terms of the extent to which the nominee's achievement embodies five or more of the priority characteristics listed above, relative to the 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/priorities](http://www.flgov.com/priorities)**