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INSTRUCTIONS FOR

TEAM, WORK UNIT, OR PARTNERSHIP CATEGORY

Nominating a Team, Work Unit, or Partnership for a 2010 Prudential - Davis Productivity Award

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 41, 43-47 and 54-66 of the 2009 Prudential - Davis Productivity Awards Magazine. Hard copies were distributed at the awards presentations held statewide 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 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 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/dpa/nomination.php. 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 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 nominees' 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, 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:

- 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** submit nomination of both an individual and a team, work unit or partnership for the same achievement.

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. 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.