

## Governor's Awards for Excellence 2011 Nomination Form

<b>Name of Nominee</b>	
<b>Department/University</b>	
<b>Division/Work Unit</b>	
<b>Nominee's Work Phone No.</b>	<b>Nominee's Work E-Mail</b>
<b>Supervisor</b>	
<b>Supervisor's Work Phone No.</b>	<b>Supervisor's Work E-Mail</b>

**Please Check One Award Category:** (definitions on following page)

Outstanding State Government Service

Human Relations

Innovations

Public Service

Safety & Heroism

Spirit of North Carolina Award

<b>Nominee's Home Address</b>	
<b>Street or Route</b>	
<b>City</b>	<b>Zip Code</b>
<b>Nominee's Home Phone</b> (Please include area code)	

<b>Submitted By</b>	<b>Relationship to Nominee</b> (coworker, supervisor, etc.)
<b>Signature</b>	
<b>Signature of Nominee's Vice Chancellor</b>	

**All nominations must be submitted through the agency/university coordinator.  
Forms missing any of the required signatures will be returned to the agency  
If this delay causes a nomination to miss the state deadline, it will be disqualified.**

**Job Title and Job Duties**

The Selection Committee may not be familiar with state employees' jobs. Please provide the nominee's working title and a brief explanation of job duties in the space below. The committee will compare this section to the actual nomination to see what is clearly **"above and beyond"** what is normally expected of the employee in their day-to-day job.

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**The signatures below attest that this nomination was selected to represent our department/university in the category selected above and that the nominee's employee credentials and eligibility were verified by the nominee's agency.**

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Signature of Nominee's Agency  
Head/Chancellor

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Signature of Nominee's Agency Awards for  
Excellence Coordinator

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Signature of Nominee's Human  
Resources Director

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Agency Coordinator's Phone Number

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Signature of Nominee's Supervisor

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Supervisor's Phone Number

**Nominations must be submitted through the agency/university coordinator.**

## Nomination Rules

Nominations must comply with the following rules. The State Employees' Awards for Excellence Selection Committee will not consider nominations that do not comply with the rules.

- In addition to the nomination form, a written nomination describing why the person is being nominated must be included. The nomination must be typed (12 point type) on one side of no more than two sheets of 8 1/2 by 11 inch paper.
- All information on the nomination form must be complete, including signatures.
- All nominations must be submitted on the 2011 nomination form. Information other than the nomination form and the two-page nomination will not be considered.
- **All nominations must be submitted to Human Resources by July 8, 2011.**

## Qualifying Employees

Nominees must be permanent state employees who are Subject to the Personnel Act (SPA). Universities have the option to include faculty and administrators who are Exempt from the State Personnel Act (EPA). Elected officials, university chancellors or employees with the public school or local community college systems are not eligible.

## Award Categories

**Outstanding State Government Service** — Exhibited unselfish devotion to duty far and above the normal requirements and contributed significantly to the advancement of state service to the citizens of North Carolina.

**Innovation** — Initiated fruitful study and investigation or successfully established new and outstanding methods, practices, plans or designs. (If an employee has been recognized by the State Employees' Incentive Bonus Program for this innovation, they are not eligible for the Award for Excellence.)

**Public Service** — Made outstanding contributions by participating in or implementing community and public service projects (such as volunteering with various non-profit organizations).

**Safety and Heroism** — Demonstrated outstanding judgment or courage in an emergency, voluntarily risking his/her life, or exhibited meritorious action to prevent injury, loss of life or prevented damage to or loss of property.

**Human Relations** — Made outstanding contributions toward enhancing the quality and morale of the workplace or creating a better public image of state government (such as positive personal interaction with other employees; public awareness; working on relations internally within an agency; or collaboration between different agencies).

**Spirit of North Carolina** - Exemplified the state motto "To be, rather than to seem." Mentored others in the pursuit of excellence. Served as an ambassador for the State of North Carolina. This special award is reserved for exceptional circumstances and for accomplishments and achievements of the highest caliber.

**All nominations must be submitted through the agency/university coordinator.  
Send to Haven Kornegay, Human Resources by 7/8/2011.**