

2009 Premier's Award of Excellence

Call for Nominations

– nomination package –

The *Premier's Award of Excellence* recognizes the significant accomplishments of Yukon government employees for outstanding service. Tied into the *Investing in Public Service – serving Yukon people* (IPS) initiative, the *Premier's Award of Excellence* aims to strengthen pride in the public service, call attention to the good work of the public service and provide an opportunity to showcase individual employee talents and teamwork.

The award encourages results, cooperation, understanding and respect within the Yukon public service.

The criteria for the *Premier's Award of Excellence* reflect the principles of Awarding People for EXcellence (APEX) framework for employee recognition in the Yukon government. The *Premier's Award of Excellence* is not linked to employee performance evaluations.

To nominate a Government of Yukon employee or team of employees, submit a nomination to the *Premier's Award of Excellence* according to the directions in the nomination package.

Specify the nature of the accomplishment and describe how it meets at least one of the general and one of the specific nomination criteria and how it reflects government goals and values as outlined in this nomination package.

**The nomination deadline is at
5 p.m. on Friday, May 8, 2009.**

Late nominations will not be accepted.

The names of nominees will be announced during
Yukon Public Service Week in June.



Premier's Award of Excellence

General Information for all Nominations

Nominators are advised to read carefully all of the information in this nomination package. The Premier's Award of Excellence Selection Committee cannot provide assistance in developing nominations and will not follow-up on incomplete nominations.

The *Premier's Award of Excellence* has two nomination categories – Individual and Team. Use the appropriate nomination form.

The nomination deadline for the 2009 *Premier's Award of Excellence* is 5 p.m. on Friday, May 8, 2009.

- Nominations may be made by Yukon government employees *or* by other people who have received service of note from a public servant whom they feel should be considered for the *Premier's Award of Excellence*. In both cases, nominators *must* follow the instructions in this nomination package.
- Nominees must have been employees of the Yukon government when the initiative in the nomination occurred.
Note: Nominators may nominate a team that consists of Yukon government employees *and* other people who are not Yukon government employees, *but* the *Premier's Award of Excellence* can be presented only to those team members who were Yukon government employees when the initiative in the nomination occurred; other team members will receive a Letter of Recognition from the Premier.
- All nominations must have both a nominator and a supporting nominator. *Nominations without both a nominator and a supporting nominator will be returned.*
- Employees may NOT nominate themselves even as a team member.
- If members of the Premier's Award of Excellence Selection Committee are nominated, they will excuse themselves from the committee discussion relative to their nomination.
- The definition of a "team" for the purpose of the *Premier's Award of Excellence* is a group of employees of not more than 15 employees. **There are no exceptions.**
- Only written and complete nominations, received by the deadline are considered by the committee.
- Because nominations must be signed by the nominators, ***only written nominations are considered.*** Nominations are NOT accepted by telephone or e-mail. ***Faxed nominations are accepted but please call ahead to 667-3796 before faxing. Nominations received after the deadline are not considered. These nominations will be returned to the nominator.***

Steps for nominators

1. Get consent from the individual or team members whose work you wish to nominate. Do **NOT** nominate employees if they do not agree to the nomination.
 - As a nominator, you **MUST** indicate that nominees have agreed to let their names stand. *This means that if you want to nominate a team, if even one person on the team does not agree with the nomination, the nomination cannot proceed. Or, if you cannot reach a member of a team to confirm consent, the nomination cannot proceed.*
2. Fill in the nomination form in this nomination package.
 - If you are nominating a team, talk to the team leader to make sure that you have the names of all team members. (Only those named in the original nomination will be eligible for a *Premier's Award of Excellence*. The selection committee does NOT do a follow-up.)
 - Check the box on the nomination form to indicate that the individual or all of the team nominees have agreed to the nomination.
3. Write a narrative that explains your reasons for nominating the team or individual. Your reasons **MUST** speak to the general and specific recognition criteria (see page 7 of this nomination package).
 - Limit your narrative to no more than **four** pages. You must clearly show how the nominee's or team's actions have demonstrated excellence according to the Recognition Criteria. If you wish to reflect the opinions of people other than the nominator and the supporting nominator, summarize this information into the maximum four-page narrative; do NOT add "letters of support".
 - Nominators may want to consider questions such as:
 - What is it that sets this work apart from the usual job expectations of the person / team being nominated?
 - How is this work "innovative"?
 - How does this work demonstrate "leadership"?
4. If you have questions, contact Jennifer Morrison at Jennifer.morrison@gov.yk.ca or by phone at 667-3796.
5. Send the nomination to:

Yukon Public Service Commission
Policy, Planning & Communication Z-1
Government of Yukon
Box 2703, Whitehorse, Yukon Y1A 2C6
attention: Jennifer Morrison
Mark the envelope "confidential"

or use Yukon government internal mail to:
Jennifer Morrison,
Policy, Planning & Communication,
Public Service Commission (Z-1)
Mark the envelope "confidential"

Privacy statement:

Information on the PAE nomination form is used by the Selection Committee only for the purpose of selecting *Premier's Award of Excellence* recipients. This information is not shared for any other purpose.

Premier's Award of Excellence

Individual Nomination Form

Nominators are advised to read carefully **all** of the information in this section about individual nominations.

Nominations may be made by Government of Yukon employees *or* by other people who have received service of note from a public servant whom they feel should be considered for the *Premier's Award of Excellence*.

**The nomination deadline for the 2009 Premier's Award of Excellence is 5 p.m. on Friday, May 8, 2009.
Late nominations are NOT considered.**

Nominee's name: _____

Department: _____

Location (community): _____

Nominee's Phone Number: _____

Name of the nominator **AND one** supporting nominator.

Nominator: _____

Phone number: _____

Signature: _____ Date: _____

Supporting nominator: _____

Phone number: _____

Signature: _____ Date: _____

Nominee consent

I state that

(name of nominee)

has agreed to this nomination.

(signature of nominator)

*Nominations without the consent of
the nominee will not be considered.*

**Nominees must have been employees of the Yukon government
when the initiative in the nomination occurred.**

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Team Nomination Form

Nominators are advised to read carefully **all** of the information in this section about team nominations.

Nominations may be made by Government of Yukon employees *or* by other people who have received service of note from a public servant whom they feel should be considered for the *Premier's Award of Excellence*.

The nomination deadline for the 2009 *Premier's Award of Excellence* is 5 p.m. on Friday, May 8, 2009.

Late nominations are NOT considered.

1. A team consists of a **maximum of 15 key employees** who share a commitment to a common goal and who work together to achieve the specific objectives of the initiative in the nomination.
2. It is the responsibility of nominators to make sure that all members of a team are named in the nomination submitted. *Only team members listed by the nominator on this form as part of the original nomination will be considered for a team nomination.*
3. Nominees must have been employees of the Yukon government when the initiative in the nomination occurred.
Note: Nominators may nominate a team that consists of Yukon government employees *and* other people who are not Yukon government employees, *but* the *Premier's Award of Excellence* is presented only to those team members who were Yukon government employees when the initiative in the nomination occurred; others on the team will receive a Letter of Recognition from the Premier.
4. Nominations may be made by Yukon government employees *or* by others who have received service of note from a public servant whom they feel should be considered for the *Premier's Award of Excellence*.

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Team Nomination Form

Team Name _____

Team Member's Name	Department	Community	Phone Number
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Name of the nominator AND **one** supporting nominator.

Nominator: _____

Phone number: _____

Signature: _____ Date: _____

Supporting nominator: _____

Phone number: _____

Signature: _____ Date: _____

Nominee consent

I state that ALL members of

(name of team)

have agreed to this nomination.

(signature of nominator)

Nominations without the consent of ALL team members are not considered.

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RECOGNITION CRITERIA

Accomplishments, service and contributions of individual and team nominees must demonstrate **at least one of the General Criteria AND at least one of the Specific Criteria** in order to be considered for a Premier's Award of Excellence.

General Criteria

1. Promotes the organization's stated outcomes (goals).
2. Promotes a high standard of customer service.
3. Demonstrates commitment to continuing improvement in management practice.
4. Provides a role model for the public sector or community.
5. Promotes inter-agency or inter-departmental collaboration.
6. Demonstrates commitment to achieving value for money.
7. Achieves social, economic or environmental improvement.

Specific Criteria

1. quality service;
2. leadership;
3. innovation; and
4. organizational goals and values

Refer to the following page for details on the Specific Criteria.



Specific Criteria

1. Quality service

Exceptional levels of service in the public interest by an individual or team which may include:

- quality, timeliness, accessibility and reliability of services delivered;
- creativity and innovation to meet client needs;
- significant improvements to a process or program (cost savings can be an element of improvements); or
- a benefit or positive long-term effect on the lives of clients, stakeholders or Yukon people.

2. Leadership

Exemplary leadership of a project, program or team that:

- enhances the quality of the workplace for employees and contributes to the enhancement of diversity, safety and health, workplace culture and employee development;
- improves workplace processes by changing existing procedures for the better, reducing costs or increasing efficiencies;
- delivers a one-time or on-going contribution to clients or the public;
- demonstrates a strong “people” element (leadership is committed, involved and sustains a participatory environment);
- demonstrates well-defined strategic direction;
- demonstrates human resource planning and practices that contribute to work unit effectiveness and outcomes;
- creates a continuous learning environment that contributes to a skilled and motivated workforce; or
- creates employee satisfaction and results in work unit performance.

3. Innovation

Development of new ideas into tangible initiatives, such as:

- the use of new technology to enhance program and service delivery or to improve processes and procedures;
- the creation of new and unprecedented programs, services or opportunities for Yukon people;
- the identification and pursuit of new opportunities for Yukon; or
- the demonstration of scientific excellence or a leap of creativity in public sector management work practices or service delivery.

4. Organizational goals and values

Service, contributions or accomplishments must be shown to support the government goals or corporate human resource goals.

Corporate Human Resource goals

- ◇ Develop strong management and leadership skills
- ◇ Improve corporate human resource practices

Government goals

- ◇ attract, develop and engage talented people to continue to provide high quality service to the public
- ◇ practise open, accountable and fiscally responsible government
- ◇ effectively deliver government programs and services through interdepartmental cooperation