



# State of Delaware

## Human Resource Management

### Delaware Award for Excellence and Commitment in State Service Nomination Guidelines

The Delaware Award for Excellence and Commitment in State Service (hereafter referred to as the Delaware Award) is presented by the Governor at the annual Statewide Recognition Awards Ceremony held during Public Service Recognition Week. Award recipients and nominees will be presented with certificates to recognize their achievements. In addition, recipients' photographs will be added to the Office of Management and Budget, Human Resource Management's [Statewide Employee Recognition Program website](#).

#### Eligibility

All agencies/departments are encouraged to submit nominations for the Delaware Award. Nominees may be an individual or a group of up to five employees working in full time merit or merit equivalent positions. Groups of six or more are encouraged to apply for the [Governor's Team Excellence Award](#).

#### Nominations

Agencies may submit multiple nominations based on the number of full-time equivalent (FTE) positions in their department. To determine the number of nominations submitted by your agency, see the chart to the right. Nomination may not be in excess of 5 pages including nomination form.

If there is no formal agency award program or an insufficient number of nominees at the agency level, any State employee may nominate another State employee for the Delaware Award. The nomination must be submitted to the Cabinet Secretary/Agency Head of the department for which the nominated employee works.

FTE's	Nominations
Up to 1,000	1
Up to 2,000	2
Up to 3,000	3
Up to 4,000	4
Greater than 4,000	5

#### Endorsement

Nominations for the Delaware Award must be accompanied by an endorsement from the Cabinet Secretary or Agency Head. The endorsement should be sent via mail or email, and should have the nomination attached.

#### Selection Committee

The Selection Committee is appointed by the Governor. Members shall include the President Pro Tem of the Senate, Speaker of the House, Office of Management and Budget's Human Resource Director, one Cabinet Secretary or Agency Head, one union official, three state employees (2 shall be pay grades 1 through 10), and 1 representative from the private sector.

#### Submission Deadline

February 28, 2017 at 4:30 p. m. via email to [Tracey.Connolly@state.de.us](mailto:Tracey.Connolly@state.de.us).