

Governor's Award for Employee Excellence FAQs

- PARTICIPATION:

Agency participation is NOT mandatory; however, it is strongly encouraged.

- AWARD CEREMONIES:

There will be two award ceremonies annually with the first ceremony scheduled for Fri, May 11. The actual start time and location will be announced. The second ceremony will occur in November.

- ALLOCATION OF AWARDS:

Up to 100 awards will be presented annually. The allocation of awards is divided into three categories based on employee population (*refer to Nomination Breakdown*):

- 1) Agencies with more than 1000 full-time employees can select two award recipients per ceremony.
- 2) Agencies with less than 1000 (but more than 100) full-time employees can select one award recipient per ceremony.
- 3) Agencies with less than 100 full-time employees can submit nominations to a selection committee which will choose two award recipients.

- SELECTION PROCESS:

Categories 1 & 2 select their finalists and submit the nominations to DAS. Category 3 submits nominations and a committee selects the finalists and submits the nominations to DAS.

- CONFIRMATION PROCESS:

All finalists' nominations will be submitted to the Governor's Office for final approval. The DAS liaison will coordinate the submission of all agencies' nominations to the Governor's

- AWARD RECIPIENTS:

Awards can be given to an individual employee or to a group of employee. One individual = one award. One group = one award.

- AWARD:

Each employee (whether the award is given to an individual employee or a group of employees) will receive a \$100 Visa gift card and a signed certificate from the Governor that is suitable for framing.

- FUNDING THE AWARDS:

Each agency will be billed for the face value of the Visa card plus card issuer fees. OBM will procure the cards prior to the ceremony. Near the time of the ceremony, DAS will issue ISTVs to the agencies for the total of the Visa gift cards and fees.

- APPLYING TAX TO EMPLOYEE'S PAY:

Within the same pay period in which the award is received by the employee, DAS will deduct the appropriate taxes from each employee's pay. Note: On the day of the ceremony, DAS will provide each honoree with instructions (for the Visa card) and will explain that taxes will be deducted.