



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.

PURPOSE

The purpose of the Delaware Award is to recognize the contributions, achievements, dedication, and talents of employees in all levels of Delaware's state government.

ELIGIBILITY

All agencies/departments with approved recognition programs are encouraged to submit nominations for the Delaware Award. Nominees may be an individual or a group of up to five (5) State of Delaware employees. Groups of six or more are not eligible, but are encouraged to apply for the Governor's Team Excellence Award.

SELECTION CRITERIA

Nominees are judged on accomplishments, contributions, and/or performance in state service. This may be a result of a one-time special act, outstanding service or accomplishment, or sustained excellence over a period of time. Sample criteria used by the Selection Committee to review nominations can be found at the end of these guidelines.

Nominators are encouraged to review our Statewide Recognition website for examples of past-recipient contributions that have been recognized in the past.

SELECTION COMMITTEE

The Selection Committee is appointed by the Governor. Members include the President Pro Tempore of the Senate, Speaker of the House, Secretary of Human Resources, and one additional cabinet secretary or agency head, or their designees. In addition, one union official, three state employees (two at or below pay grade 10), and one representative from the private sector are asked to serve. The Selection Committee chooses up to five nominations to submit for the Governor's approval.

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 on the following page.*

FTES	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

Agencies typically nominate their department-level Employee of the Year and, if they may make multiple nominations, they typically nominate additional Employees of the Quarter. The agency head or cabinet secretary must endorse all nominees.

ENDORSEMENTS

Nominations for the Delaware Award must be accompanied by an endorsement from the nominee's cabinet secretary or agency head. Endorsements may be submitted as PDFs, Word documents, or as an email sent to the agency coordinator, who then attaches it with the submitted nomination.

NOMINATION PROCESS AND SUBMISSION DEADLINE

Nominations should be submitted by agency coordinators with endorsements from their agency head by January 31, by 11:59 p.m. via email to Statewide_Training@delaware.gov with the subject heading Delaware Award for Excellence.

FOR FURTHER INFORMATION OR QUESTIONS CONTACT:

Department of Human Resources/Training and HR Solutions, Tel: 302-739-1990 or visit our website at DHR - [Statewide Recognition Program](#).