

# **Governor's Peak Performance Program Denali Awards**

## **PROGRAM PURPOSE:**

To recognize and reward individuals and teams annually for excellence in service to the State of Alaska Executive Branch and the citizens of Alaska.

## **POLICY:**

The State of Alaska is committed to building and maintaining a culture of superior customer service, exceptional individual and team performance, and excellence in leadership. Thus, an employee recognition program will be implemented that recognizes individual and team performance in these areas.

## **GUIDING PRINCIPLES:**

- A. Link recognition to the State, Department and/or Division's mission goals and objectives. Recognition decisions must be aligned with the guiding principles of the Department.
- B. Provide equity in the distribution of recognition. All employees should be given an equal opportunity to be recognized for the results of their work.
- C. Involve coworkers, customers and partners in recognition decisions. They often have an awareness of the contribution that an employee makes.
- D. Emphasize team recognition. Team recognition encourages teamwork and fosters cooperation needed to address the many complex issues faced by State employees.
- E. Provide public recognition for state employees through press releases announcing nominees and award winners.

## **PROCEDURES:**

- A. **Eligibility Criteria:** Eligibility for statewide awards will be articulated by specific award category. Any individual who is employed by the State of Alaska Executive Branch is eligible to be nominated.
- B. **Award Categories:** There are five award categories, with a total of seven awards including team and individual awards.

## **Co-worker Recognition**

Intent: To recognize and reward the employee who serves as a model of excellence for co-workers on a daily basis.

Eligibility: Individual employees up to, and including, first line supervisors

Criteria: Awarded to an individual who supports his/her coworkers, coaches or mentors peers, shows dependability or interdivisional support of co-workers, personifies the spirit of a division or the department as a whole and its mission, and serves as a model of excellence for co-workers on a daily basis.

### **Customer Service Excellence**

Intent: To recognize and reward exceptional service to internal or external customers or clients.

Eligibility: A. Individual employees  
and  
B. A team of two or more employees.

Criteria: Awarded to an individual, and a team of individuals, who enhance the image of State of Alaska employees through prompt, courteous service that is above and beyond the norm. The hallmark of this award is excellent customer service, provided to customers or clients at a consistently high level.

### **Exceptional Performance**

Intent: To recognize and reward exceptional performance.

Eligibility: A. Individual employees  
and  
B. A team of two or more employees.

Criteria: Attainment of high priority division, department or state objectives, or achievements of significant improvements in productivity or cost savings, or activities that are highly original or creative, involving effective, innovative or novel approaches to delivering services.

### **Leadership**

Intent: To recognize and reward employees who demonstrate exceptional leadership qualities.

Eligibility: Employees up to, but not including, Commissioners, Deputy Commissioners, Assistant Commissioners, Chief of Staff, Deputy Chief of Staff or the Director of the Office of Management and Budget.

Criteria: Exhibits exceptional leadership evidenced by a high degree of character and competence in pursuit of department or division missions and measures.

### **Continuous Improvement**

- Intent: To recognize and reward workgroups who demonstrate continuous improvement.
- Eligibility: Teams of two or more employees
- Criteria: Achievement of significant measurable improvements over time in business processes that result in increased productivity and/or customer/client satisfaction.

**NOMINATION and AWARD PROCEDURES:**

1. Nominations may be made by any employee, including self-nomination, or by a member of the public. Nominations for award must be received on the official nomination form. In order to be considered, a nomination form must have all appropriate signatures in place.
2. Nominations must be submitted through the nominated employee’s chain of command for review and signature. Nomination forms submitted for award consideration must have been approved by the Commissioner of the employing department or the Chief of Staff.
3. Nomination forms must be complete and contain enough detail for the selection committee to make a recommendation to the Governor’s Office. The data recorded on the nomination form will serve two purposes; (1) to provide enough information for the selection committee to make award recommendations; and (2) to share information for public recognition purposes.
4. Completed nomination forms must be sent to the Director of Personnel in the Department of Administration. The Director’s office will coordinate the activities of the selection review committee. The schedule for the nomination and award process, including due dates for all nomination forms, will be announced annually.
5. Departments may submit nominations for any category of award. If the award category contains both individual and team awards, the department may submit a nomination for one or both of the categories. The number of nominations per department per award vary according to the size of the department:

Number of Positions	Number of Nominations per award category
0 – 999	1
1000 – 1999	2
2000 +	3

6. Nominations will be reviewed by the Selection Committee. The Selection Committee will be chaired by the Director of Personnel or his/her designee. The Selection Committee will be comprised of one representative from each department and one representative from the Governor’s office.
7. The Selection Committee will review the nomination forms and make recommendations to the Governor’s office. The Governor’s office will make the final award decisions.

8. There will be one overall winner in each award category, and up to three honorable mentions in each award category. All nominees will be recognized publicly.
9. Award winners will receive an award from the Governor and a certificate outlining their achievements. The Selection Committee will determine the appropriate award for each category in accordance with the Alaska Administrative Manual (100.090). Individual awards will be non-cash awards with a value not to exceed \$200.00. Team awards will also be non-cash awards and will not exceed \$200 per team member; \$1500 per team. All nominees will receive a certificate.

0 – 999: Governor's Office  
Education and Early Development  
Environmental Conservation  
Law  
Public Safety  
Revenue  
Commerce, Community and Economic Development  
Military and Veterans Affairs

1000 – 2000: Administration  
Corrections  
Fish and Game  
Labor and Workforce Development  
Natural Resources

2000+ Health and Social Services  
Transportation & Public Facilities

Total Number of Nominations Possible: 147