

SERD GUIDE

STATE EMPLOYEE RECOGNITION DAY

BACKGROUND AND GOALS

State Employee Recognition Day is an excellent opportunity to express appreciation to state employees at a time when their dedication is even more valued and appreciated.

SUGGESTIONS

State and agency-level activities/events, recognition suggestions, acknowledgement of employees on active duty, health and fitness ideas.

SAMPLES

Posters and slogan ideas, news stories, press releases, Governor's proclamations, and more.

RESOURCES

Where to look for for recognition awards, prizes, products, or quotes.



M A Y 9 , 2 0 1 8





RECOGNITION

Straight Ahead

ABOUT NASPE

The National Association of State Personnel Executives (NASPE) was established in 1977 to enhance communication and exchange of information among state government personnel executives across the country.

NASPE provides educational resources for its members and a forum to share best practices in state human resource management through meetings, publications, surveys, and online discussion forums.

State membership is comprised of the chief human resource management/personnel executive and his/her chief deputy or designee from each of the United States, the Territories of Guam, the Virgin Islands, American Samoa, the Northern Mariana Islands, the Commonwealth of Puerto Rico, and the District of Columbia.

Corporate membership is comprised of organizations providing HR products and services to state government.

The association is led by a 10-member Executive Committee which meets month via teleconference and in person at the association's Mid-Year and Annual Conferences. The association's corporate members are represented by the Corporate Membership Council. Association staff is based at association headquarters in Lexington, KY.

NASPE is an affiliate organization of The Council of State Governments.

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BACKGROUND & GOALS

State Employee Recognition Day is an excellent opportunity to express appreciation to state employees at a time when their dedication is even more valued and appreciated.

State Employee Recognition Day was initiated in 2001 under the leadership of then NASPE President Donna Traywick and then South Carolina Governor Jim Hodges in partnership with the National Governors Association. NASPE and NGA joined forces to ask the governors and state human resources officers to coordinate their efforts during National Public Service Recognition Week to recognize the important contributions of state employees. Since then, response to the initiative has grown significantly as states report some kind of recognition event for their employees.

State Employee Recognition Day is an excellent opportunity to express appreciation to state employees at a time when their dedication is even more valued and appreciated. Recognition is a powerful motivator, and it contributes to higher employee morale, increases organizational productivity, and aids in recruitment and retention.

State Employee Recognition Day is also an excellent time to spotlight the achievements and contributions of state employees in the workplace and in our communities. The image of state employees is strengthened when citizens see people they know, who happen to be

state employees, working to better their communities. Publicizing the good things state employees are doing can go a long way in educating the public and making employees feel appreciated and valued.

NASPE's State Employee Recognition Day Guide provides specific information on preparing for and implementing the day in your state. States may start planning early in order to take an active role in recognizing those who do a great job for state government every day! In a time when state government budgets are tight, special activities may seem too expensive, but there are several low cost activities that states can do. Included in this packet are slogans, activities, Web sites, posters and press releases that can be tailored to all states' situations and needs. Feel free to change the materials to suit your state's celebration.

States will be celebrating May 9, 2018 with awards, radio interviews, newspaper articles, and various other celebrations. Many governors will be releasing proclamations and press alerts in late April or early May declaring May 9 as State Employee Recognition Day. Please take time on this day to show appreciation to your state employees for their dedication to public service.

QUICK FACTS

State Employee Recognition Day was initiated by NASPE in May 2001 in an effort to enhance the image of state public service.

The 2018 State Employee Recognition Day will be held Wednesday, May 9.

State Employee Recognition Day will be held in conjunction with Public Employee Recognition Week, May 6 - 12, 2018.

There are approximately two million state government employees across the country.

Many states have proclamations signed by the Governor proclaiming a Public Employee Recognition Day, a ceremony recognizing long-serving employees, outstanding employees, and other employee achievements or recognitions.

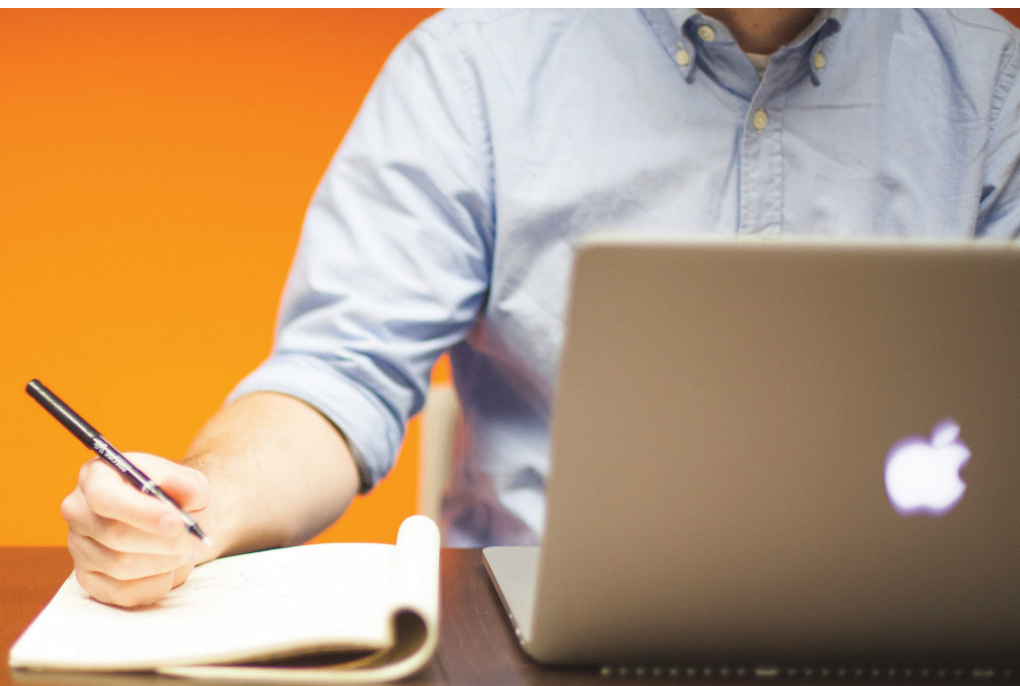
NASPE is dedicated to enhancing the image of state public service, including promoting events/days such as State Employee Recognition Day.



HIGH MORALE
Keep Straight

STEPS TO PLANNING AND IMPLEMENTING A SUCCESSFUL STATEWIDE EMPLOYEE RECOGNITION DAY

Take advantage of the following sample timelines, slogans and suggested activities to make your event easy to implement.



GETTING STARTED

- Start planning early.
- Determine the scope of the initiative and identify planning team members (coordinate with Governor's Office, agency HR representatives, and individual employees).
- Identify the goals of the initiative.
- Nail down a budget. This will determine strategies to be used.
- Identify strategies to accomplish goals.
- Develop a project timeline.
- Communicate a summary of the strategies to agency HR directors.
- Implement the strategies and monitor progress.
- Communicate regularly with planning team members.
- Develop a summary report of the initiative.
- Communicate the summary report to NASPE, agencies, and others as necessary.
- Meet with planning to review the report, evaluate the initiative and make recommendations for the following year.

SAMPLE PROJECT TIMELINE

January

- ❑ Identify planning team members and brainstorm focus of initiative and preliminary strategies for consideration by Governor's Office.
- ❑ Meet with Governor's Office staff to finalize state-level focus and strategies.
- ❑ If state-level awards program is planned, establish categories and criteria.

February

- ❑ Forward to Governor's Office draft of Governor's Proclamation and accompanying message to state employees.
- ❑ Send memo to state agency directors and HR directors summarizing state-level plans and request that they plan a recognition activity. Attach Suggested Activities list. Request that agencies report activities to state HR director.
- ❑ Send memo to agency directors and HR directors with information on awards criteria and deadline for nominations, if state-level awards program is planned.
- ❑ Send letter to businesses and merchants, if discounts or donated items are to be sought.

March

- ❑ Issue Governor's Proclamation.
- ❑ Finalize details of proclamation signing ceremony and awards ceremony or other event, if planned.
- ❑ Finalize copy and design for payroll message, letters to the editor, banners, flyers, ads, billboards, press releases, public service announcements, and any other promotional strategies.

April

- ❑ Select winners of awards program; communicate winners to agencies.
- ❑ Write summary information on award winners for Governor's remarks at ceremony and draft press release on winners.
- ❑ Follow-up with merchants on discounts, donated items; send memo/flyers to agencies to promote discounts, etc.
- ❑ Tape public service announcements.
- ❑ Distribute press releases, public service announcements to media; distribute all promotional ideas.
- ❑ Forward Governor's Proclamation and message to agency directors and HR directors for distribution to state employees.

May

- ❑ Broadcast closed circuit message from Governor, if using.
- ❑ Hold Governor's Proclamation Signing/Awards Ceremony
- ❑ Hold all agency recognition events.
- ❑ Send follow-up memo to agency directors and HR directors summarizing initiative, highlighting successes, and thanking them for extra effort.

June

- ❑ Complete summary report of all state and agency activities.
- ❑ Reconvene planning team to evaluate the initiative and make recommendations for following year.

Sample Slogans



Our state employees – giving their personal best!

Great people doing great jobs – thank you state employees!

**YOU'RE SIMPLY THE BEST!
THANK YOU STATE EMPLOYEES!**

Dedicated, inspired, committed, caring and compassionate — thank you state employees.



*Great nation, great state, great staff!
Thank you state employees for your dedication to public service.*

**Public employees:
At work, at home, in the community...
Role models of Service**

**MAKING GOVERNMENT BETTER FOR EVERYONE, EVERYDAY.
THANK YOU STATE EMPLOYEES.**

Thank you for making a difference!

State employees — making a difference every day.

EXCELLENCE IN ACTION — STATE EMPLOYEES!

Public employees — Making a difference every day in every way.

Public employees go the distance for you.

*Inspired by today, leading for tomorrow.
Thank you state employees.*

The left side of the page features a vertical graphic with a blue-to-yellow gradient background. A bright yellow spotlight illuminates a central orange silhouette of a person walking towards the viewer. To the right, a black silhouette of a person stands in profile, and at the bottom, another black silhouette of a person stands with hands on hips.

ACTIVITIES & EVENTS

STATE-LEVEL

- Place Governor's Proclamation on state website and forward to each state employee in hard copy or e-mail with message from agency director attached.
- Send a closed circuit message from Governor. This can be taped and broadcast via state's educational television network.
- Establish a Governor's Award or other state-level recognition award.
- Place a prominent message on state website and ask agency directors to put an encouraging message or letter to employees on their website.
- Insert a payroll stub message from the Governor.
- Establish a joint legislative resolution.
- Offer discounts at state-run facilities and gift shops.
- Offer discounts from major chain merchants or malls across the state.
- Write a press release.
- Tape video public service announcements featuring Governor or prominent business people thanking employees.
- Request Governor to work along side a state employee or group of employees on May 10 or some time during the week of May 7 - 13.
- Record radio public service announcement featuring the Governor, State HR Director or other official.
- Write letters to the editor of state's major newspapers.
- Hang banners with an encouraging message to state employees.

AGENCY-LEVEL



- Thank each employee personally. If you can't thank them in person, draft a hand-written note, send an e-mail, or make a phone call.
- Write a letter of recommendation or commendation to be placed in the employee's personnel file.
- Post on "recognition board" bulletin board, newsletters, and/or website.
- Offer a dress-down day to state employees.
- Display a "Hall of Fame" - collection of photos of recognized employees displayed in a prominent place.
- Contact your local newspaper and provide them with a news article or suggested story idea on State Employee Recognition Day. Ask them to feature one or two of your employees using quotes or pictures. If you have a public information officer, involve him/her in the project.
- Use your agency's desktop publisher or graphic artist to develop posters, banners, and signs to display in a prominent place.
- Prepare a scrapbook that details achievements throughout the year.
- Ask a senior manager to attend a staff meeting when recognizing employees.
- Hold a recognition breakfast, lunch, ice cream party or pizza party. Have supervisors and managers set up, serve, and clean up.
- Hold a drawing for a restaurant gift certificate.
- Award a "traveling trophy" that is given to a different employee each year.
- Award certificates or plaques.
- Provide mugs, pens, t-shirts, etc. with a team or agency logo.
- Send flowers.
- Give gift certificates for books or music (CD stores, iTunes, websites).
- Provide movie tickets.
- Invite a local dignitary or motivational speaker for an event at the office.
- Choose an off-site location and plan a "change of venue" work locations with lunch, games, and prized donated by local merchants.
- Sponsor a snack-related event, featuring cake, popcorn, or candy and include a written message of thanks to employees for their dedicated service. For example, include a message on the cake, popcorn bag or candy wrapper.
- Invite your customers or employees of "sister" agencies to visit your offices for an after-work drop in to get to know each other better.
- Hold a contest to create a slogan for your

agency or to name a newsletter. Award the prize on State Employee Recognition Day.

- Make a scrapbook of complimentary letters and notes to agency employees from customers. Display scrapbook in a prominent place.
- Challenge another division or agency to a softball game or other sporting event and invite agency employees and families.
- Produce a special edition of your employee newsletter and include the Governor's proclamation, thank you remarks from your agency director and others, messages of congratulations, and photos of recognition events.
- Post a "Recognition Bulletin Board" in each department of division and encourage employees to write accolades about co-workers.
- Feature state employees on the state website for their community work or excellence on the job.
- Establish a "Walk of Fame." Post complimentary correspondence from customers.
- Purchase items such as planners and/or portfolios, business card holders, special name plates, or clocks.
- Establish a permanent recognition award and name it after an outstanding employee.
- Host a catered lunch.
- Establish an annual employee and family picnic.

- Offer a month of free parking.
- Provide office accessories.
- Distribute employee recognition day buttons or ribbons to wear.
- Arrange for a state employee night at a local sports or cultural facility.

In addition to standard state employee recognition activities, you may want to include special recognition for those state employees on leave to serve on active military duty.

- Obtain a special proclamation from the Governor recognizing these employees.
- Place a special message on state and/or agency websites. Recognize the employees by name and job titles on the website.
- Mail thank you letters to the employees' home addresses.
- Establish a joint legislative resolution recognizing these employees.
- Write a press release with stats on the number serving and individual examples of employees serving.
- Invite the families of these employees to attend a recognition event.



HEALTH & FITNESS

AGENCY-LEVEL RECOGNITION SUGGESTIONS

Engaged employees have significantly higher productivity, profitability, and customer ratings, less turnover and absenteeism, and fewer safety incidents, per Susan Sorenson, [How Employee Engagement Drives Growth](#).



- ▷ Subscribe to health magazines, traditional newsletters or e-newsletters and distribute to employees or place in prominent areas.
- ▷ Issue a health and fitness newsletter with information on work-related health issues – stress, healthy food snacks, exercise, depression, work place design.
- ▷ Promote walking groups.
- ▷ Encourage employees to take the stairs.
- ▷ Request healthy snacks in vending machines.
- ▷ Host a Walk to Wellness event. Choose a 10- to 15-minute route that employees can walk at a certain time. Have the agency director or other state dignitary to lead the walk. Provide juice, water and free t-shirts for participating employees.

- ▷ E-mail "Did you know" health facts to employees each day.
- ▷ Healthy Living Display Contest. Challenge departments to decorate their workspace using a health and wellness theme.
- ▷ Give away a spa gift certificate.
- ▷ Free aerobics class.
- ▷ Hold a Best Jingle Contest for the best (appropriate) jingle using a health and fitness theme. Ex. Too much giggle, In your wiggle, Don't be jumbo, Eat less gumbo. Select a committee to review the jingles.
- ▷ Provide free health screenings for: blood pressure, diabetes, and cholesterol.
- ▷ Invite health professionals to offer free talks on men's and women's health issues.
- ▷ Host an on-site Health Fair. Offer health screenings, body massages, health talks, health products and free samples.
- ▷ Set a Healthy Lunch Day. Encourage employees to bring a healthy lunch from a list of healthy food choices. Provide fresh fruit and other healthy snacks and/or desserts to compliment lunches.
- ▷ Plan a Family Fitness Walk. Invite employees and their families to participate in a walk, perhaps around the State Capitol on Friday evening or Saturday or Sunday. Provide refreshments and entertainment for an hour after the walk.



ADDITIONAL RECOURCES

American Dietetic Association: www.eatright.org
 American Heart Association: www.americanheart.org
 Oakstone Wellness: www.oakstonewellness.com

EVERYONE LIKES TO HEAR
“GOOD JOB!”



Employees thrive in a climate of positive encouragement, so give your employees what they need... plenty of praise, smiles, and approval. Look for the behaviors that you want to strengthen and recognize, then say "good job" in a variety of ways. Here are some suggestions:

- I'm proud of the way you worked today.
- You're doing a good job. You've just about got it.
- That's the best you've ever done.
- THAT'S IT!
- Congratulations!
- I knew you could do it.
- That's quite an improvement. Now you've figured it out!
- You are doing that much better today.
- GREAT!
- You are learning fast.
- You're getting better every day. Couldn't have done it better myself.
- You make it look easy.
- EXCELLENT! PERFECT!
- That's the best ever.
- You're really going to town!
- Way to go!
- Now you have the hang of it.
- You've got your brain in gear today.
- WONDERFUL!
- Nice going.
- OUTSTANDING!
- Now, that's what I call a fine job!
- You did that very well.
- You must have been practicing!
- FANTASTIC!
- You're doing beautifully. You did a lot of work today.
- TREMENDOUS!
- Good thinking!
- You outdid yourself today!
- Good for you!
- Good job, (and use their name)!
- You're right!
- CLEVER!
- You make my job really fun.
- I'm happy to see you working like that.
- WOW!
- You haven't missed a thing.
- SENSATIONAL!
- Keep up the good work. Nothing can stop you now! That's coming along nicely.
- That's first-class work. You are very good at that.
- THANK YOU! FANTASTIC!
- You're doing beautifully. You did a lot of work today

SSAAM

Governor's Proclamation, ID



Executive Department
State of Idaho

The Office of the Governor Proclamation

State Capital
Boise

WHEREAS, public employees at the federal, state, county and city levels dedicate their careers to public service by contributing to such industries as health care, education, public safety, conservation and national defense; and

WHEREAS, these dedicated public servants perform their duties with compassion, professionalism and a commitment to those they serve; and

WHEREAS, the importance of public service provided by public employees and volunteers is too often forgotten or ignored; and

WHEREAS, it is appropriate to designate "Public Employee Recognition Week" to honor and recognize all public employees and remind the citizens of Idaho of the importance of public service; and

WHEREAS, Idaho is honored to join other states across the nation in extending our appreciation and gratitude to all public employees for their continued dedication;

NOW, THEREFORE, I, C.L. "BUTCH" OTTER, Governor of the State of Idaho, do hereby proclaim May 7-13, 2017 to be

PUBLIC EMPLOYEE RECOGNITION WEEK

and May 10, 2017 to be

STATE EMPLOYEE RECOGNITION DAY

in Idaho.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Idaho at the Capitol in Boise on this 10th day of May, in the year of our Lord two thousand and seventeen and of the Independence of the United States of America the two hundred forty-first and of the Statehood of Idaho the one hundred twenty-seventh.

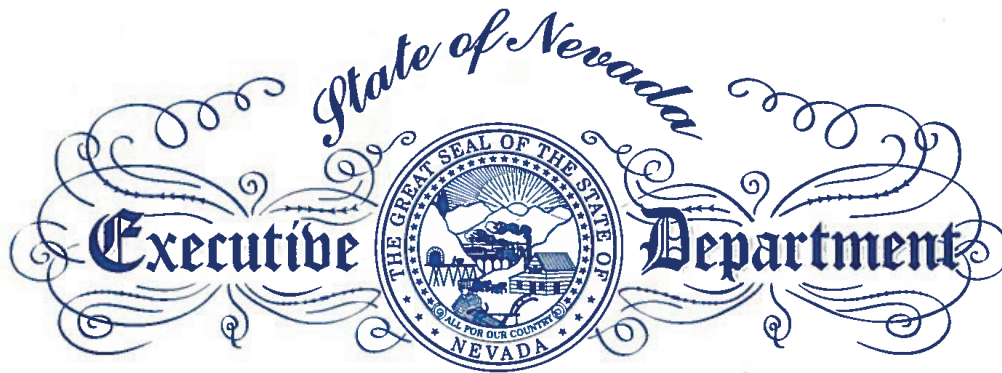



C.L. "BUTCH" OTTER
GOVERNOR


LAWRENCE DENNEY
SECRETARY OF STATE

PROCLAMATIONS

Governor's Proclamation for Recognition Day, NV



A Proclamation by the Governor

WHEREAS, Nevada's State employees make a significant contribution to ensure the charted course for a new Nevada is implemented; and

WHEREAS, State employees work to build infrastructure, conserve and preserve our natural and cultural resources, inspect facilities, license professionals and businesses, enforce the laws, ensure quality education, provide a social safety net, and protect the health, well-being and quality of life of the citizens of our great state; and

WHEREAS, State employees work together to achieve the missions and goals of their individual agencies by providing efficient, effective, responsive, quality service; and

WHEREAS, the employees of the Silver State have made enormous contributions to help get the State back on track after recent demanding economic periods; and

WHEREAS, Nevada's State employees deserve our deep gratitude and recognition for their professionalism, dedication, hard work, commitment, enthusiasm, and sacrifice; and

WHEREAS, it is appropriate to designate a Nevada State Employee Appreciation Week to remind State employees that the work they do is appreciated, and to remind the citizens of Nevada that public service is vital to a strong Nevada;

NOW, THEREFORE, I, BRIAN SANDOVAL, GOVERNOR OF THE STATE OF NEVADA, do hereby proclaim the week of May 1 - 5, 2017 as

NEVADA STATE EMPLOYEE APPRECIATION WEEK



In Witness Whereof, I have hereunto set my hand and caused the Great Seal of the State of Nevada to be affixed at the State Capitol in Carson City, this 11th day of April, 2017.


By the Governor: _____ Governor

Barbara K. Coganske
Secretary of State

By _____ Deputy

SSAM

Governor's Proclamation, MO



**Office of the Governor
State of Missouri**

Proclamation

WHEREAS, the citizens of Missouri are indebted to the workers who maintain the day-to-day operations of state government and implement the ideals embodied in Missouri's state constitution as well as the ideas proposed by its elected officials; and

WHEREAS, Missouri state employees provide quality services, not because they desire recognition for their efforts, but because they gain a sense of satisfaction and pride from the critical role they play in a functional democracy; and

WHEREAS, Missouri's military personnel, firefighters, police officers, healthcare professionals and others risk their lives every day in service to the citizens of Missouri; and


WHEREAS, state employees serve nearly 5.6 million Missourians every day with a wide range of services; and


WHEREAS, the 2008 observance of Missouri State Employees' Recognition Day provides a special time to express our appreciation and gratitude to our state employees;

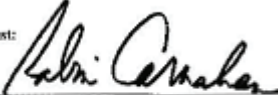
NOW THEREFORE, I, Matt Blunt, GOVERNOR OF THE STATE OF MISSOURI, do hereby proclaim May 2, 2008 as

MISSOURI STATE EMPLOYEE RECOGNITION DAY

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Missouri, in the City of Jefferson, this 2nd day of May, 2008.




Governor

Attest:

Secretary of State

PLEES

State Senate Resolution, MO



Whereas, it is with the utmost respect and deepest gratitude that the members of the Missouri Senate pause in their diverse daily duties in order to acknowledge the integral role that state employees play in helping state government meet its constitutional service requirements; and

Whereas, the Missouri Senate considers it imperative to recognize the continuous contributions of state employees during Public Service Recognition Week, which has been celebrated from the first Monday through the following Sunday in May since 1985; and

Whereas, Public Service Recognition Week provides an excellent opportunity to better inform the citizenry of the State of Missouri on the wide variety of services provided by government employees at the federal, state, county, and local levels; and

Whereas, all state employees strive to achieve exceptional results in their assigned duties and responsibilities to increase customer satisfaction and to reduce the cost of government by helping citizens get more from each tax dollar; and

Whereas, government depends upon a high-quality workforce to continually seek ways to cut costs and use taxpayer resources wisely; and

Whereas, Missouri government employees are found at all levels of service in the executive, legislative, and judicial branches, the Missouri Consolidated Health Care Plan; Missouri State Employees' Retirement System; the Office of Administration; and in such state departments as Agriculture, Conservation, Corrections, Economic Development, Elementary and Secondary Education, Health and Senior Services, Higher Education, Insurance, Financial Institutions and Professional Registration, Labor and Industrial Relations, Mental Health, Natural Resources, Public Safety, Revenue, Social Services, and Transportation;

Now, Therefore, Be It Resolved that we, the members of the Missouri Senate, Ninety-fourth General Assembly, applaud the exemplary workplace contributions of the thousands of Missouri state employees in service to the residents of the Show-Me State and convey our most sincere appreciation to all those involved in ensuring that services are provided in the efficient and effective manner expected; and

Be It Further Resolved that the Secretary of the Senate be instructed to prepare a properly inscribed copy of this resolution for presentation during Public Service Recognition Week.

Offered by Senators Gibbons, Strickland and Coleman

STATE OF MISSOURI:
CITY OF JEFFERSON:
SENATE CHAMBER: ³³

I, MICHAEL R. GIBBONS, President Pro Tem of the Senate, do hereby certify the above and foregoing to be a full, true and complete copy of Senate Resolution No. 2328 offered into and adopted on April 9, 2008, as fully as the same appears of record.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of the Senate of the State of Missouri this 9th day of April, A.D. 2008.


PRESIDENT PRO TEM
94TH GENERAL ASSEMBLY

SSAM

State House Resolution, MO

Missouri House of Representatives



Resolution

Whereas, upon occasion the members of the Missouri House of Representatives pause to applaud the hard work, dedication, and faithful service of the many fine individuals who continually give of themselves in tireless fashion as a means of performing their multi-faceted duties and responsibilities as government employees; and

Whereas, Public Service Recognition Week 2008 with the theme of "Missouri State Employees Providing MOre Service, MOre Dedication, MOre Commitment" is being observed this year from May 5 to May 9, 2008, in accordance with a well-established schedule of tradition that has been followed since 1985; and

Whereas, the primary purpose of Public Service Recognition Week is to set aside a formal period of time during which citizens can be better informed about the vast array of important services so ably and so willingly provided by state government employees; and

Whereas, all state employees strive daily on an individual basis to achieve excellent results in the various tasks that have been assigned to them, to increase the degree of satisfaction of those who are being served, and to reduce the cost of government by helping citizens get more for their tax dollar; and

Whereas, those individuals who work for the state of Missouri are known, admired, and respected for the remarkable competence and exceptional talent that they have contributed to the betterment of our government through rigorous training and years of experience so vital and valuable to effective and efficient operation; and

Whereas, Missouri governmental employees put forth tremendous effort to ensure excellence on the job at all levels of service in the Executive, Legislative, and Judicial Branches; the Office of Administration; Missouri Consolidated Health Care; the Missouri State Employees' Retirement System; and the state Departments of Agriculture, Conservation, Corrections, Economic Development, Elementary and Secondary Education, Health and Senior Services, Higher Education, Insurance, Financial Institutions and Professional Registration, Labor and Industrial Relations, Mental Health, Natural Resources, Public Safety, Revenue, Social Services, and Transportation;

Now, therefore, be it resolved that we, the members of the Missouri House of Representatives, Ninety-fourth General Assembly, join unanimously in a thunderous round of applause as a token of our deep gratitude for the loyalty, ability, and commitment demonstrated by the countless state employees who so often go above and beyond the call of duty in an earnest endeavor to accomplish their tasks by consistently rising to the challenge day after day, week after week, month after month, and year after year; and

Be it further resolved that the Chief Clerk of the Missouri House of Representatives be instructed to prepare a properly inscribed copy of this resolution to acknowledge with sincere appreciation the invaluable public service of all Missouri state employees.

Offered by Speaker Rod Jetton
District No. 156




I, Rod Jetton, Speaker of the House of Representatives, Ninety-fourth General Assembly, Second Regular Session, do certify that the above is a true and correct copy of House Resolution No. 1422, adopted April 1, 2008.


Rod Jetton, Speaker

"Salus Populi Suprema Lex Esto"

PLEES

Governor's Letter and Proclamation, PA


COMMONWEALTH OF PENNSYLVANIA
OFFICE OF THE GOVERNOR
HARRISBURG

THE GOVERNOR

Dear Commonwealth Employee:

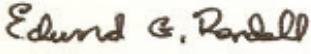
Your daily efforts enhance the quality of life in our great state, and I applaud you for continuing to make Pennsylvania a great place to live and work.


Your reputation for dedication and demonstrated professionalism is without comparison and helps make the Commonwealth attractive for businesses and new residents. Your commitment to public service and innovative approaches to a progressive and cooperative government is inspirational and valued. You effectively and efficiently deliver the services that matter to our customers – the people of Pennsylvania.

As Governor, I routinely receive the most sincere expressions of gratitude from our fellow citizens for your diligence. Your work is meaningful and is appreciated by many.

To recognize your admirable work, and in concert with public employee recognition celebrations across the country, I say thank you for your sacrifices, your excellence, and your service.

It is with great pleasure and personal pride that I issue the attached proclamation to mark this day – and your part in creating Pennsylvania's reputation as the keystone of quality government.

Sincerely,

Edward G. Rendell
Governor



SSAAM

Governor's Letter and Proclamation, PA



PLEES

Sample Letter to agency and HR Directors Announcing PSRW

Announce PSRW, Special Recognition Initiative, Request Information

Dear [Agency Director's Name]:

[State] will join states across the nation in celebrating Public Service Recognition Week during the week of May 6-12, 2018. Public Service Recognition Week is set aside annually to honor public employees and to educate the public about the many ways government workers make life better for all Americans.

Again this year during Public Service Recognition Week, the governors and state human resources offices of all states will coordinate their efforts on Wednesday, May 9, 2018, to celebrate the important contributions of state employees.

The Office of the Governor and the [State Office of Human Resources] are spearheading [State's Name] state-level celebration that will focus on recognizing all employees of state government for the invaluable contributions they make to the quality of life in our state. We will promote public awareness via a proclamation by [Governor's Name] and other types of promotions.

An additional special recognition from the Governor's Office will focus on recognizing state employees for their efforts to use state resources wisely during these challenging budget times. We will communicate with you soon as we finalize the details of this initiative and other promotional strategies.

Again this year we are asking each state agency to plan at least one activity to recognize the employees within your agency sometime during the week of May 6-12, 2018, preferably on May 9.

These recognition events do not have to relate to employee cost savings efforts, although you may certainly include these kinds of recognitions if you wish.

To assist you in planning this activity, we are enclosing a list of ideas for your consideration. Many of these suggestions cost little or no money, but they can have an important positive impact on morale during these difficult budget times. We plan to develop a composite of [State's Name] recognition activities that can be shared with other states across the nation. I am therefore asking each agency to send me a brief description of your planned activity by x date.

We look forward to hearing about your agency's recognition events, and we appreciate your joining us in expressing appreciation to your agency's employees and to the thousands of other dedicated men and women who devote their careers to serving the people of [State's Name].

Please feel free to call our office at [Phone Number] if you have questions or need additional information regarding this initiative.

Sincerely,

Director

cc: [HR Director's Name] Enclosure

SSANM

Announce PSRW and Media Outreach Efforts, Request Information

Dear [Agency Director's Name]:

The State of [State Name] is joining other states across the nation in celebrating Public Service Recognition Week (PSRW), May 6-12, 2018. PSRW presents a welcomed opportunity to spotlight the contributions that state employees make in the workplace and in our communities.

In addition to producing a public service announcement for radio broadcast, we are working with local newspapers and television stations on spotlighting state employees during PSRW. Newspapers and local magazines may consider writing feature or people articles on employees. This kind of positive media coverage goes a long way in changing the image of state employees. And that is a goal we all share.

You can help us honor state employees by forwarding to _____, information on one or two employees at your agency whom you think would be good candidates for a feature article on their service in the agency or in the community.

Please provide the following information on each employee by _____: name, job title, work domicile, work phone number or other contact information and a few sentences on why you think the employee deserves to be recognized.

If you have any questions, please contact _____ at _____ or by e-mail at _____.

Thank you for working on behalf of your employees to affirm pride in public service. Sincerely,

Director

cc: [HR Director's Name]

PPLES

Sample Public Service Announcement

March 20, 2016

Dear Public Service Director:

What would our state be like if there were no public employees to get drunk drivers off our roads, or to teach our children how to read? Because public employees are performing these and thousands of other jobs, we don't have to answer the what-if questions.

The State of XXX is joining other states across the nation in celebrating Public Service Recognition Week, May 6-12, 2018. PSRW presents a welcomed opportunity to spotlight the contributions of public employees make in the workplace and in our communities.

Please broadcast the attached public service announcement, no earlier than April 1, and no later than May 9.

Thank you for your positive consideration.

Sincerely,
[Name]

RE: Public Service Recognition Week May 6-12, 2018
DATE: To be aired on or after: April 1, 2007

10 seconds:

Public employees perform hundreds of jobs to help people in our state. Show your appreciation for their service during Public Service Recognition Week, May 6-12.

15 seconds:

Public employees perform hundreds of jobs to help people in our state. Show your appreciation for their service during Public Service Recognition Week, May 6-12. Write a letter or just say thanks to a teacher, police officer, social worker, nurse, or park ranger.

30 seconds:

What would our state be like if there were no public employees: caring for sick children, or getting drunk drivers off our roads, or teaching our children to read?

Public employees perform these and hundreds of other jobs.

Please join communities across the nation in celebrating Public Service Recognition Week, May 6th through the 12th. Let employees at your local governmental agencies know that you appreciate their service. Write a letter. Say thanks to your child's teacher or to your friend who happens to be a public employee.

S A N N

Sample Press Release



For Immediate Release:
Monday, May 8, 2017

Contact: Bert Scoglietti
(302) 672-5103

Governor Carney Announces State Employee Awards

Exemplary efforts by state employees are recognized and celebrated

Dover— Governor John Carney today recognized and celebrated the efforts of the 2017 recipients of the Delaware Award for Excellence and Commitment in State Service, winner and finalists of the Governor’s Team Excellence Award and winners of the Governor’s Award for Heroism. The award winners and nominees were recognized for their exemplary efforts in service to the State of Delaware.

“Every day public servants provide quality services that all Delawareans depend upon,” said Governor Carney. “Today, we celebrate the achievement of select individuals and teams that have demonstrated a commitment to their work. I thank not only them but all state employees for the work they do every day.”

Delaware Award for Excellence and Commitment in State Service

The 2017 recipients are:

Ronald Bounds – Dept. of Safety and Homeland Security

Mr. Ronald Bounds is a Planner with the Delaware State Police and serves as the sole member of the Delaware Information and Analysis Critical Infrastructure Unit. In order to better monitor what is occurring along the state’s waterways, Mr. Bounds created the Delaware Maritime Security System, composed of various radar units and cameras, which evaluate potentially available resources and crafts innovative ways to make incremental improvements.

PLEES

Governor Carney Announces State Employee Awards

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Angela Garnsey and Deborah Walker – Dept. of Safety and Homeland Security

Ms. Garnsey and Ms. Walker supported the investigation leading to Operation Duck Hunt, a significant criminal investigation of a money laundering operation which involved a Dover Downs Casino patron who was later linked to a large scale heroin dealer in Sussex County.

Daina Gunther – Dept. of Correction, Probation and Parole

Ms. Gunther is a Senior Probation and Parole Officer with the Department of Correction. Due to her training, skill and experience as a Mental Health Court officer, a 47-year-old cold case was finally closed.

Randy Greer – Department of Natural Resources and Environmental Control

Mr. Greer, an engineer for DNREC's Sediment and Stormwater Program has worked with multiple stakeholders on various projects to offer compliance options within the confines of the water quality and water quantity management regulations.

James Ristovski – OMB

Mr. Ristovski, an ERP Systems Supervisor with PHRST (Payroll Human Resource Statewide Technology), led the data analysis and payroll system configuration to allow the State to meet all federal Affordable Care Act reporting requirements, something many employers and other states have not been able to do.

Governor's Team Excellence Award

This year's recipient of the Governor's Team Excellence Award is the ***Delaware Learning Center (DLC) Project Team***. This cross-functional team of IT and Training staff from several State agencies led the way in implementing a centralized, cloud-based learning management system designed to serve the needs of state agencies and improve the access and availability of training for all state employees.

Prior to the DLC, the State had over 45 different systems to track employee training. Through extensive research and engaged partnerships with training professionals across the state, the team was able to identify and implement a single system that had the capacity and flexibility to be used by all state employees and their agencies.

The 2016 successes of the DLC include:

- Early adoption of the system by all executive branch agencies, elected offices, and the courts
- Over 189,000 State employees, contractors, and stakeholders registered for training
- 127,000 registered for online training with a 92% completion rate.

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Governor Carney Announces State Employee Awards

May 8, 2017

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In addition to those statistics, the DLC has increased the access of training for state employees, streamlined registration and tracking processes, eliminated many duplicated services, and offered more opportunities for collaboration and sharing of training resources across state agencies. The cloud based, software as a service (SaaS) solution used in this project led to several new best practices being established throughout the state.

In addition to the award recipients, two other teams were recognized as finalists:

New DCIS Team – Department of State & Department of Technology and Information

This collaborative team played a critical role in developing, launching, and improving a complete redesign of the Division of Corporations' Delaware Corporate Information System (DCIS). The team applied leading edge technology to the division's already proven incorporation processes to ensure that Delaware remains the "Corporate Capital of the World" for years to come.

Delaware Open Data Portal Team – Delaware Open Data Council

This multi-agency team from the Delaware Open Data Council created and deployed a website portal that provides the public with easy access to a central source open data from state agencies. This portal gives citizens, researchers, businesses, and innovative technology developers the ability to browse and sort different datasets and interact with visual data like maps, charts, and graphs. The Open Data Portal created by this team reflects Delaware's commitment to creating higher levels of openness and transparency in state government.

Governor's Award for Heroism

The 2017 recipients are:

- ***Greg Buchman, Christopher Conley, Scott Hayes, and James Scott*** – From the Department of State, for performing CPR on a co-worker who collapsed and then providing assistance to EMS staff when they arrived.
- ***Julius Davis*** – From the Department of Correction, for pursuing and providing information about an armed robbery, witnessed after his shift ended.
- ***Jay Galloway*** - From DelDOT, for saving a woman being accidentally dragged by a car in a parking lot.
- ***James Gordy*** – From DelDOT, for saving a child being attacked by a pitbull.
- ***Harry Hutchison and Joe Kowalski*** – From DelDOT (Mr. Hutchison has since left the State), for assisting a motorist following a hit and run accident they witnessed.

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- ***Chad Kalodner*** – From the Department of Correction, for assisting in the apprehension of an attempted armed robbery.
- ***Jason Luff*** – From DelDOT, for his response to a fire in an apartment building where he lived.

Detailed information on this year's award winners will be posted to the OMB website at <http://hrm.omb.delaware.gov/awards/emprec/index.shtml>.

S A N A M

Sample NASPE Press Release

Contact: Leslie Scott Director
859-244-8182
lscott@csg.org www.naspe.net

State Employee Recognition Day to be celebrated on May 10, 2017

Lexington, KY – The National Association of State Personnel Executives (NASPE) will sponsor State Employee Recognition Day on Wednesday, May 10 to recognize the outstanding work of state government employees across the country.

State employees play an important role in the lives of state residents from preserving public safety, ensuring clean water and air, caring for crime victims, building and maintaining highways, schools and infrastructure to licensing cars and providing for advancements in medicine and technology.

This is the fifteenth year NASPE has sponsored the recognition day, which is celebrated in conjunction with Public Service Recognition Week, May 7 - 13, sponsored by the Public Employees Roundtable.

[Quote from NASPE president]

The 2016 NASPE State Employee Recognition Day was a huge success as Governors across the nation rose to the occasion signing proclamations to recognize the day. In addition to issuing proclamations, NASPE challenges Governors to take time during the week of May 7 to recognize state employees for their dedication and loyalty. Work alongside those in areas such as law enforcement, conservation, health care, education or transportation. Give the credit needed to those who actively show their dedication on a daily basis whether through a handwritten note or a handshake. This is a gratifying approach to show appreciation to state employees for their dedication to public service.

State Employee Recognition Day was initiated in 2001 by then-NASPE President Donna Traywick and then South Carolina Governor Jim Hodges to express appreciation to employees for their dedication and commitment in making their respective states better.

NASPE is the recognized authority on state government human resource issues and seeks to provide a national leadership forum to advance state government human resources through the exchange of best practices, strategies and solutions.

NASPE is an affiliate organization of the Council of State Governments.

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PLEES

Letter to the Editor

State Employees are Unique and Valuable

By Peter D. Fox, Secretary, Wisconsin Department of Employment Relations May 2002

Governor Scott McCallum has designated the week of May 6 as Public Employee Recognition Week and May 8 as State Employee Recognition Day. This recognition is part of a national event designed to show appreciation for public employees.

The Department of Employment Relations (DER) is the human resource agency for state government. We at DER know that state employees work in a wide variety of pursuits: they are nurses, educators, food inspectors, law enforcement officers, corrections officers, social workers, engineers and experts in ecology and agriculture, to name but a few vocations.

State employees come from different walks of life. They are a wonderful collection of various ages, religious and political affiliations, and ethnicities. "Baby boomers" work next to "Gen-Xers." While most state employees speak fluent English, it is a second language for those who grew up with Spanish, Russian or Laotian. Some employees celebrate the Chinese New Year; others Rosh Hashanah or Muharram.

Meet some of the public employees who serve you:

Inez Wick is an 81-year-old employee of the Department of Employee Trust Funds (ETF) who counsels people about retirement benefits. Inez once retired herself at the age of 70, but decided to work again after her husband died.

Inez loves her job and says that work is good therapy for her; once she gets to work she forgets about little aches and pains. She thinks the reason she never feels "burned out" is because she didn't start work until she was 45. Secretary Eric Stanchfield says that Inez is one of the most productive and well-liked employees at ETF.

Meet Lai Wong. Lai was born in Hong Kong, obtained a dual degree in human resource management and marketing in Boston, and eventually ended up in Wisconsin. She has worked in the Department of Employment relations for two years and says her work in state government is important because it is helpful to society.

Lai, being an immigrant herself, empathizes with people who have limited English ability; she also speaks Cantonese and Mandarin. She finds that good organizational and personal skills, however, transcend cultures.

At one time, Gloria Kirchoff was raising three small children as a single parent, working part-time jobs, and attending Madison Area Technical College. Eventually, she graduated with a marketing degree and obtained full-time state government employment with assistance from the State Employment Options program, which provides guidance to people who have participated in W-2 and other similar programs.

Gloria's determination, skills and abilities have enabled her to gain several promotions; she has now been employed at the Department of Workforce Development for five years and is a program support section chief.

Dave Dunham is a quadriplegic who has found state government to be a welcoming environment. He

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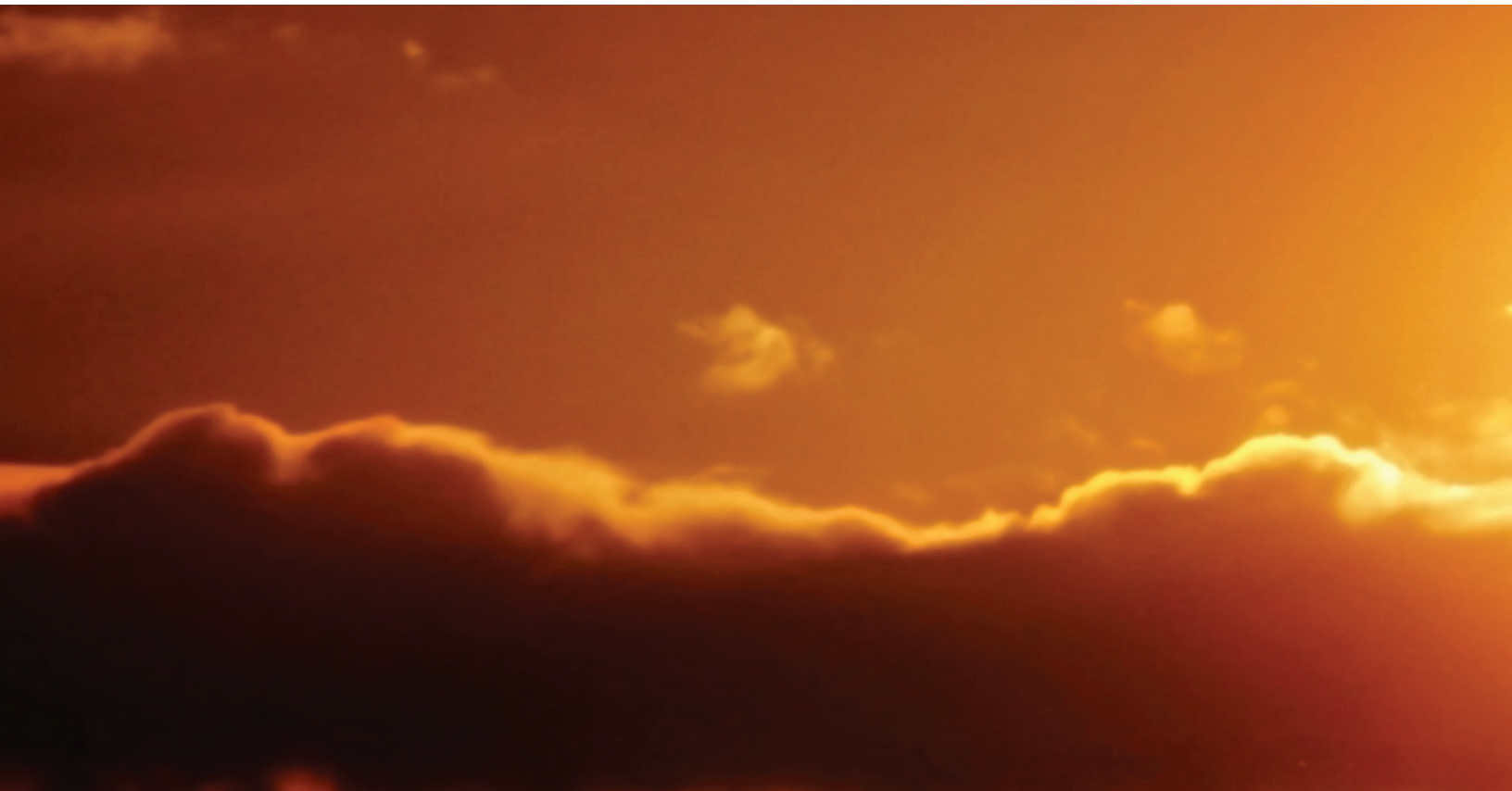
Letter to the Editor (Continued)

has worked at the Department of Health and Family Services, University of Wisconsin-Extension, and most recently at the Department of Corrections. What he likes most about the jobs he has had is the unique, interesting people and situations he encounters and the fulfillment he gains by providing good customer service. His hobbies include hunting, fishing and traveling with his wife.

By working together, state employees from differing backgrounds find commonalities in their daily lives. At the core, they are all human beings – neighbors, friends, co-workers – and they have chosen state employment not just as a way to make a living. Instead, they also are bound together by a common mission of service and desire to help others.

The past year has been an exceptionally difficult one for everyone. As a world, we are reminded daily of our difference as we read about suicide bombers and pockets of instability; as a nation our sense of security has been shaken in ways once thought impossible; as a state, we are facing an unusual combination of economic challenges.

During this week – public employee recognition week – let's focus on what's right instead of focusing on challenges and differences. Let's take the time to thank state employees when they perform services with diligence and a smile; let's send a letter recognizing positive performances; let's remember that state employees are our neighbors, our friends and often in times of distress, our helpmates.



RESOURCES

For recognition awards, prizes, products, or quotes, check out these Web sites:

www.naspe.net

National Association of State Personnel Executives

www.recognition.org

National Association for Employee Recognition

www.ourpublicservice.org

Partnership for Public Service

www.apaexcellence.org/resources

American Psychological Association

www.quotationspage.com

The Quotations Page

www.successories.com

Successories

www.positivepromotions.com

Positive Promotions





STATE EMPLOYEE RECOGNITION DAY

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