

ELIZABETH CITY STATE UNIVERSITY
Governor's Awards for Excellence

Preamble

The State of North Carolina has long been noted for loyal, efficient and dedicated employees who provide valuable services in all areas of State government. The **Governor's Awards for Excellence** was created to acknowledge and express appreciation for outstanding accomplishments made by employees of the State. The nominee's accomplishments need not fall entirely within the scope of normal duties, but shall be in the nature of a major contribution reflecting credit on the person and State service. The meritorious service or accomplishment must be so singularly outstanding that special recognition is justified. The award is the highest honor that a State employee may receive for noteworthy service to State government and the people of North Carolina. To the extent that any provision of this policy conflicts with the Office of State Human Resources (OSHR) policy statement on **Governor's Awards for Excellence**, the OSHR version shall control.

1. Awards Categories

Under this policy, awards may be made in the following categories:

- A. Customer Service** – Provided exceptional service that left the customer fully satisfied with his/her experience. Exceeded expectations to meet the needs of the customer. Added value to the customer experience.
- B. Efficiency and Innovation** – Initiated fruitful study and investigation or has successfully established new and outstanding methods, practices, plans, or designs (such as pioneering or research and development work in administration, engineering, productivity, agriculture, medicine, natural resources, the social sciences, etc.)
- C. Human Relations** – Made outstanding contributions toward enhancing the quality and morale of the workplace or creating a better public image of State government (such as positive personal interaction with other employees, public awareness, working on relations internally within an agency, or collaboration between different agencies).
- D. Outstanding State Government Service** – Exhibited unselfish devotion to duty far and above normal requirements and has contributed significantly to the advancement of State service to the citizens of North Carolina.
- E. Public Service** – Made outstanding judgment or courage in an emergency; voluntarily risking his/her life, or exhibited meritorious action to prevent injury, loss of life or prevented damage to or loss of property.

F. Safety and Heroism – Demonstrated outstanding judgment or courage in an emergency; voluntarily risking his/her life, or exhibited meritorious action to prevent injury, loss of life or prevented damage to or loss of property.

G. Spirit of North Carolina – Exemplified state motto “To be, rather than to seem.” Mentored others in the pursuit of excellence. Served as an ambassador for the State of North Carolina. This special award is reserved for exceptional circumstances and for accomplishment and achievements of the highest caliber.

2. Definitions

The following definitions shall apply under this policy:

A. Meritorious or Outstanding Performance – performance which surpasses the range of normally expected performance. The possibilities for varying levels of performance above normal expectation are infinite. An employee might be superior as to quality of work and be satisfactory in all other respects; or, be superior on quality and quantity and be satisfactory in meeting other requirements. When the employee becomes superior in all factors, performance is in the upper range of superior and may be considered in the area of meritorious or outstanding performance; for example, a level of performance in all aspects of work which exceeds normal requirements to such an extent that each is considered worthy of special commendation.

Establishing the upper limit of performance beyond which awardable performance begins can seldom be done with a precision which will substitute for human judgment in each specific instance. It can be said in general that the minimum required level should not be so high as to be unattainable by employees who are generally recognized as performing in an outstanding manner, nor so low that awards lose their significance by being easily obtainable.

B. Special Act or Distinguished Accomplishment – A singular contribution which may be relatively easy to identify and relates to generally known human experience and standards of public services. This might be an act of heroism. A definition of a standard would not be necessary for such cases, and it should not be difficult for a person having knowledge of the accomplishment to prepare a recommendation for consideration.

C. Permanent Appointment – Employees in the executive departments, staff on small boards and commissions designated as subject, staff in the university system designated as subject and at the discretion of each university may include exempt faculty and exempt administrative.

3. Selection Criteria

Nominations may be made for meritorious or outstanding performance or for a special act or distinguished accomplishment. The performance upon which the selection is based must be clearly above and beyond that which would be expected from dedicated employees who are fully and competently discharging all of the duties and satisfying all of the requirements of his/her job. When the accomplishment is closely connected with the performance of normal duties, it may be necessary to consider how it was beyond the scope of normal activity.

4. Eligibility Criteria

Under this policy, the following persons are eligible for nomination.

- A. Employees who have a permanent appointment, including the managerial and administrative levels such as:
 - 1. Deputy and Assistant Department Heads
 - 2. Division Directors;
 - 3. Deputy and Assistant Directors of major divisions in the larger departments;
 - 4. Key assistants to the Department Head or University Chancellor who exert major policy influence.

- B. A deceased employee, retiree, or employee on leave-without-pay may be nominated provided the achievement for which the nomination is made occurred during State employment within the award year (November to November).

- C. Employees who were nominated, but did not receive the **Governor's Awards for Excellence**, may be nominated again in a succeeding year.

- D. Nominations may be made for an individual or a team.

- E. Nominations may be made for achievements at any level of employment with consideration given to the relative opportunities for accomplishment afforded by the individual's position. Employees may nominate peers and/or managers and vice versa.

5. Employees Not Eligible

Under this policy, the following employees are not eligible for nominations:

- A. Elected officials, department heads and university chancellors;

- B. Employees of the public school system or community colleges;

- C. Employees of the judicial branch; and

D. Employees of the General Assembly.

6. Program Administration

The Awards Program is administered by the Office of State Human Resources and coordinated by the ECSU Human Resources Office.

7. Awards Committee Members

A Governor's Awards for Excellence Selection Committee shall make annual selection of those State employees to receive the Award for Excellence. The committee shall consist of five members. All members of the Selection Committee shall be appointed by the Office of State Human Resources. At a minimum, at least one member from the State Employees Credit Union will be on the Selection Committee. Terms of appointment will be evaluated each year.

8. Awards Committee Responsibilities

The Committee will select the employees to receive the **Governor's Awards for Excellence** from the nominations submitted by ECSU as follows:

- A. Nominations will be ranked independently by each member of the Committee
- B. Upon complete evaluation of all eligible candidates, selection of the award recipients will be made by a committee majority vote.

The Committee and the Office of State Human Resources will plan and conduct an appropriate ceremony in keeping with the significance of the awards.

9. University Responsibilities

- A. ECSU has established a Staff Awards Program to recognize annually, meritorious or outstanding performance or special act or distinguished accomplishments within seven designated categories. The program provides for two awards, one SHRA employee and one EHRA Non-faculty employee.
- B. Nominations are accepted by Human Resources from March 1 – April 15 annually. Nominees must be career employees with a minimum of two (2) years continuous permanent State service. Elizabeth City State University Staff Award winners cannot be eligible again for five (5) years after receiving the award. A Staff Senate ad hoc committee comprised of four to six staff from the campus, inclusive of one Human Resources representative and the Vice Chairperson of the State Senate who will be chairperson of the committee. This committee will receive and review the nominations and select the winners after they are ranked. The winners will be recognized during the Spring Faculty/Staff Conference at the Teacher of the Year Recognition Luncheon. Winners will receive a cash award and an award certificate during the luncheon.

- C. ECSU shall submit the winners to the **Governor's Awards for Excellence** Program for its consideration. The number of nominations that may be submitted by ECSU will be determined by the Office of State Human Resources annually based on the total number of permanent employees in subject positions that are eligible at the beginning of the nomination process.
- D. Following prescribed guidelines and the standard nomination form, ECSU shall submit to the Office of State Human Resources the nominees to be considered for the **Governor's Awards for Excellence**.
- E. ECSU in submitting nominations to the Governor's Awards Selection Committee shall commit, by the signing of the nomination form, to support the nominees/recipients by providing time and travel to attend the **Governor's Awards for Excellence** Ceremony.

10. Awards Ceremony

Awards will be presented annually by the Office of State Human Resources Director at a ceremony in keeping with the importance of this award.

11. Type of Award

The award will be representative of the significance of this award as being the highest honor a state employee can receive.

12. Number of Awards

The number of awards presented by the Human Resources Director will depend upon the nature of recommendations received and the Committee's evaluations and selections. Every effort will be made to recognize the most significant accomplishments; however, the number of recipients must be in keeping with the nature of the award as the highest honor available to State employees.