



# COMMONWEALTH OF KENTUCKY PERSONNEL CABINET

# KENTUCKY GOVERNOR'S AMBASSADOR AWARD

## PROGRAM PURPOSE

The Personnel Cabinet launched an enterprise-wide storytelling initiative designed to encourage, support, acknowledge and reward employees who embody the principles of Kentucky's Unbridled Spirit.

The KY Governor's Ambassador Award highlights stories of employees who have significantly and positively impacted their co-workers, customers, or community.

This employee recognition program showcases individual and team performance in the following categories:

### **Governor's Community Service and Volunteerism Award**

**Intent:** To recognize and reward an individual(s) who has enhanced the image of state employees and given conspicuous service to the community or general public through non-job related activities. This individual devotes significant personal time and effort to community activities, welfare organizations, or other non-profit non-partisan groups on an ongoing basis.

### **Governor's Courage Award**

**Intent:** To recognize and reward an individual(s) who performed acts of bravery or personal sacrifice of a life-threatening nature above and beyond the duties and responsibilities of the employee's position and which reflect credit upon the State of Kentucky, whether or not the act was performed during working hours.

### **Governor's Leadership Award**

**Intent:** To recognize and reward an individual(s) who exhibits exceptional leadership evidenced by a high degree of character and competence in pursuit of department or division missions and measures. An individual(s) who supports his/her employees, coaches or mentors, shows dependability or interdivisional support of employees, personifies the spirit of a division or the department as a whole, and serves as a model of excellence for employees on a daily basis.

### **Governor's Professional Achievement Award**

**Intent:** To recognize and reward an individual(s) for meritorious or distinguished accomplishments which need not fall entirely within the scope of normal duties. An award may be given to an employee who has initiated and successfully established new and outstanding methods, practices, or plans. The employee may include achieved honors from professional societies, educational institutions or groups for outstanding performance in his or her field.

### **Governor's Customer Service Award**

**Intent:** To recognize and reward an individual(s) who demonstrates a strong commitment to improving customer service, customer satisfaction and improved customer relations. The individual(s) should have a proven record of outstanding achievement and customer courtesy.

## **Governor's Teamwork Award**

**Intent:** This award will be presented to two or more individuals who function as a team and have succeeded in attaining a measurable goal or who have made a significant achievement in support of their cabinet's strategic plan. The team demonstrates innovation, creative problem solving, collaboration, and a dedication to the goals and objectives of the cabinet/agency. Nominees in this category can perform work in any occupation or at any level.

### **ELIGIBILITY CRITERIA**

Individuals presently employed or employed within the past twelve (12) months by the Executive Branch, Judicial Branch or Legislative Branch are eligible to be nominated.

### **NOMINATIONS AND AWARD PROCEDURES**

1. Nominations may be made by any employee or by a private citizen. Nominations must be received on the official nomination form. The nomination form will be available on the Personnel Cabinet's website.
2. Nomination forms must be complete and contain enough detail for the selection committee to make a recommendation to the Governor's Office. The information captured on the nomination form will serve two purposes: (1) to provide sufficient information for the selection committee to make award recommendations; and (2) to share information for public recognition purposes.
3. Nominations will be reviewed by the selection committee. The selection committee will be chaired by the Secretary of the Personnel Cabinet or his/her designee. The selection committee will consist of one representative from each cabinet and the Governor's Office.
4. The selection committee will review the nomination forms and make three recommendations in each category to the Governor. The Governor will make the final decision in each category.
5. There will be one overall winner in each award category, and possibly up to two honorable mentions in each award category. All nominees will be recognized publicly on the Personnel Cabinet's website and through their cabinet award and recognition process. Each recipient of the Governor's Ambassador Award will be recognized with an engraved, personalized brick placed outside the Thomas D. Clark Center for History. The award recipients will be honored at an invitation-only ceremony.
6. Employees invited to the ceremony will not be required to use personal leave to attend. Guests of an employee that are also employed by the commonwealth will be required to use personal leave. Employees will not be eligible for compensatory time to attend the ceremony. Mileage will be paid by the employee's agency. Hotel expenses will not be paid for or reimbursed by the employee's agency.