

STATE OF MAINE  
DEPARTMENT OF PERSONNEL

August 8, 1978

PERSONNEL MEMORANDUM 25-78

TO: All Agency/Department Heads  
SUBJECT: Distinguished Service Awards Program

In keeping with management's objectives of identifying ways to increase productivity, reduce government spending, and give special recognition to deserving employees, the State of Maine has established a Distinguished Service Awards Program.

The Distinguished Service Awards Program is designed to give State employees honorary recognition.

Supervisors are encouraged to disseminate information to employees concerning this award and to identify and submit recommendations on employees who would be worthy recipients. The Awards Committee will meet to review awards recommendations September 1. If you have employees in your department deserving of a Distinguished Service Award, please make your recommendation to the committee by August 31. Questions concerning the Distinguished Service Awards Program may be directed to Robert J. Stolt, Chairman, Department of Personnel, State Office Building, Augusta, Maine. Telephone: 289-2821.

Attached find the guidelines for initiating and processing Distinguished Service Awards recommendations.

ROBERT J. STOLT  
COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS

DISTINGUISHED SERVICE AWARDS

Check List for Evaluating Distinguished Service Award Recommendations

- (1) Is the recommendation form filled out completely and accurately?
- (2) Has the form been processed properly?
- (3) Are the nominee's major duties identified?
- (4) Is there clear written evidence that the nominee's performance surpasses what would normally be expected?
- (5) Has the nominee received superior performance award(s) in the past? If so, is the justification for the current recommendation different from the award(s) previously presented?
- (6) Is there anything that would cause you to question the awarding of a Distinguished Service Award to this nominee?
- (7) Has the nominee's personnel file and latest performance appraisal form been checked for obvious contradictions?

PROCEDURE FOR INITIATING AND PROCESSING THE  
EMPLOYEES DISTINGUISHED SERVICE AWARD

1. All Maine State employees are eligible to receive a Distinguished Service Award for superior performance.  
  
The period of superior performance must have been in the same job for at least six months or more, and the nominee must have met the standard for satisfactory performance in every respect and clearly exceeded standards for satisfactory performance on the majority of the major duties critical to the total job.
2. Promotions, demotions, and separations subsequent to the period on which a nomination for a distinguished award is based will not affect the employee's award eligibility.
3. The granting of successive awards based upon superior performance is not recommended except in unusually deserving cases.
4. The employee's immediate supervisor is responsible for initiating the nomination, using a Finance & Administration Form and submitting it through the appointing authority for consideration by the State Awards Committee.
5. The Governor will approve or disapprove nominations for the Distinguished Service Award based on the recommendations of the State Awards Committee.
6. If the recommendation is approved, the chairperson (program manager) of the State Awards Committee will make out the certificate of distinguished service.
7. An appropriate presentation will be made by the Governor.

## DISTINGUISHED SERVICE AWARDS PROGRAM

The Employee Distinguished Service Awards Program will be administered as an integral part of Maine State Government. All levels of management and supervision will endorse and support the Distinguished Service Award to assure:

- (1) Appropriate and consistent use of the Awards Program;
- (2) Active interest and participation in the program;
- (3) Exchange of information within State Government;
  - (a) Supervisors will be given due recognition for motivating the interest of their employees in the Distinguished Service Awards Program;
  - (b) Publicity and other promotional measures will be used to obtain full understanding and participation of all Maine State employees in the Distinguished Service Awards Program;
  - (c) An honorary award may be granted to an employee for continuous superior performance for a period of six months or more.

### PROGRAM OBJECTIVES

Distinguished Service Awards are an effective means to achieve greater efficiency and to improve morale of the Maine State employee.

### EXPLANATION OF TERMS

- (1) Employees Distinguished Service Awards means an honorary award;
- (2) Distinguished Service means individual performance, normally for a period of six months or more, that meets the standards for satisfactory performance in every respect and that clearly exceeds standards for satisfactory performance on the majority of the major duties critical to the total job;
- (3) Employee means an individual in a classified or unclassified position working for the State of Maine;
- (4) Honorary award means an incentive award granted by the Governor of the State of Maine in the form of a certificate which the employee can display and a book.

RESPONSIBILITIES

(A) Commissioner of Finance and Administration:

- (1) Establishes and maintains an effective Distinguished Service Awards Program.
- (2) Issues instructions and guidance for administration of the program.
- (3) Promotes, publicizes, valuates, and submits reports on program results.
- (4) Establishes and maintains standards for each award.
- (5) Establishes procedure for processing and approving performance awards.
- (6) Assures compliance with program requirements and the orderly processing of recommendations for performance awards.
- (7) Establishes an Awards Committee.

(B) Department of Personnel:

- (1) Assist the Awards Committee in administering and publicizing the Awards Program for the Governor of the State of Maine.
- (2) Renders assistance to supervisors and advises them in their responsibilities to encourage maximum participation in the program.

(C) Supervisors:

- (1) Support and participate in the Awards Program on a continuing basis.
- (2) Assure that all employees are informed that they are eligible to be considered for an award.
- (3) Maintain employees' interest through a well planned program designed to encourage employees to improve their job performance to the highest level of their abilities.
- (4) Assure that recipients attend award presentation ceremonies and conduct ceremonies when appropriate.

ORGANIZATION AND FUNCTIONS OF THE AWARDS COMMITTEE

An Awards Committee will be established by the Commissioner of Finance and Administration and will serve all State employees. It will include a chairperson and an alternate chairperson who are responsible for the overall functioning of the committee.

- (1) The chairperson, as program manager will:
  - (a) Perform necessary administrative duties;
  - (b) Obtain necessary coordination of interested management personnel on recommendations for Distinguished Service Awards;
  - (c) Determine requirements for evaluation of recommendations for Distinguished Service Awards;
  - (d) Insure that all recommendations meet conditions of eligibility and that the file completely documents the basis for the award;
  - (e) Make formal recommendation for special merit increase to the appropriate appointing authority.

REQUIREMENTS AND PROCEDURES FOR A PERFORMANCE AWARD

- (A) Nominations for this award must be submitted within 30 calendar days after completion of the period of service to be recognized. Supervisors will take final action on the nominations within 15 calendar days from the date of completion of the period of service to be recognized.
- (B) Documentation for the nomination will be concise and consist of:
  - (1) A brief listing of the major duties of the employee's position critical to job success.
  - (2) A very brief factual statement of actual performance of the majority of those duties, that indicates very clearly the manner in which the employee's performance exceeded applicable standards of job performance.
  - (3) A statement that performance of all other duties has been no less than satisfactory.

- (C) The Awards Committee will review and recommend approval or disapproval of nominations for honorary awards and special merit increases. The Governor will have final approval on all awards.

RECOMMENDATIONS

- (1) That immediate supervisors continuously review the performance of all employees and initiate recommendations for Distinguished Service Awards on those employees whose performance merits this recognition.
- (2) That maximum use be made of all forms of promotional media and materials in order to create and maintain interest in the Distinguished Service Awards Program.
  - (a) That the Commissioner of Finance and Administration authorize procurement of promotional material from available funds.

STATE OF MAINE  
 DEPARTMENT OF FINANCE AND ADMINISTRATION  
**RECOMMENDATION FOR DISTINGUISHED SERVICE AWARD**

DATE

1. NAME (Last, first, middle initial)	2. PRESENT POSITION	RANGE	STEP	SALARY
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DEPARTMENT, BOARD OR COMMISSION

4. ADMINISTRATIVE UNIT

5. POSITION TITLE, DURING PERIOD OF RECOMMENDATION  
 (If other than item 2)

RANGE	STEP	SALARY
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6. HOME ADDRESS (Including zip code)

7. LIST MAJOR DUTIES CRITICAL TO TOTAL JOB

**AWARD JUSTIFICATION**

8. Give a brief factual statement of actual performance showing very clearly the manner in which the employee's performance exceeded applicable standards. If possible, identify tangible savings.

Continue statement on reverse side

9. PERIOD FOR WHICH AWARD IS RECOMMENDED

FROM TO

10. RECOMMENDATION

HONORARY AWARD ONLY     HONORARY AWARD AND SPECIAL MERIT INCREASE

**DEPARTMENT APPROVALS**

11. SIGNATURE OF IMMEDIATE SUPERVISOR

TITLE TELEPHONE

12. SIGNATURE OF APPOINTING AUTHORITY

TITLE

**TO BE COMPLETED BY DEPARTMENT OF FINANCE AND ADMINISTRATION**

13. DATE(S) OF SUPERIOR PERFORMANCE AWARD(S) PREVIOUSLY GRANTED

**TO BE COMPLETED BY AWARDS COMMITTEE**

14. COMMITTEE RECOMMENDATION

HONORARY AWARD     SPECIAL MERIT INCREASE     DISAPPROVED

15. SIGNATURE OF CHAIRPERSON/DATE

16. REASON FOR DISAPPROVAL

Continue Statement on Reverse Side

**ACTION BY THE GOVERNOR**

17. ACTION

18. SIGNATUR OF GOVERNOR

DATE

AWARD JUSTIFICATION CONTINUATION

REASON FOR DISAPPROVAL