



NATIONAL ASSOCIATION OF STATE PERSONNEL EXECUTIVES

# STATE EMPLOYEE

## RECOGNITION DAY GUIDE



**MAY 5, 2010**



### **INCLUDES:**

Background and Goals • Sample Posters and Slogan Ideas

Suggestions for Recognizing State Employees

NASPE Press Release • State Press Releases

Sample News Stories • Resources

published by

**naspe**





## TABLE OF CONTENTS

Background and Goals.....	2
Quick Facts.....	3
Steps to Planning and Implementing a Successful Statewide Employee Recognition Day...4	
Sample Project Timeline.....	5
Sample Slogans.....	7
Suggested Recognition Activities	
State-Level Activities/Events.....	8
Agency-Level Recognition Suggestions.....	9
Recognition of Employees on Active Duty.....	11
Health and Fitness Suggestions.....	12
Everyone likes to hear “Good Job!”.....	13
Resources for Employee Recognition.....	15
Sample Proclamations .....	16
Sample Letter to agency and HR Directors	
Announce PSRW, Special Recognition Initiative, Request Information.....	24
Sample Letter to agency and HR Directors	
Announce PSRW and Media Outreach Efforts, Request Information.....	25
Sample Press Release.....	26
Sample Letter to the Editor.....	28
Sample Newspaper Article.....	30
Public Service Announcement	
Sample Public Service Announcement Cover Letter.....	32
Sample Public Service Announcement.....	33
Sample Employee Recognition Program.....	34
NASPE Press Release.....	40
Sample State Poster.....	41
Sample Merchant Discounts Flyer.....	42





## **BACKGROUND AND GOALS**

**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 5 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 5 as State Employee Recognition Day. Please take time on this day to show appreciation to your state employees for their dedication to public service.

***Remember, recognition is a powerful motivator.***





## **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 2010 State Employee Recognition Day will be held Wednesday, May 5.
- State Employee Recognition Day will be held in conjunction with Public Employee Recognition Week, May 3-7.
- 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.





## **STEPS TO PLANNING AND IMPLEMENTING A SUCCESSFUL STATEWIDE EMPLOYEE RECOGNITION DAY**

- 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

Date	Action	Person(s) Responsible
January	<ol style="list-style-type: none"><li>1. Identify planning team members and brainstorm focus of initiative and preliminary strategies for consideration by Governor's Office.</li><li>2. Meet with Governor's Office staff to finalize state-level focus and strategies.</li><li>3. If state-level awards program is planned, establish categories and criteria.</li></ol>	<ol style="list-style-type: none"><li>1. State HR Director and staff.</li><li>2. State Hr Director and staff.</li><li>3. Governor's Office staff and state HR Director and staff.</li></ol>
February	<ol style="list-style-type: none"><li>1. Forward to Governor's Office draft of Governor's Proclamation and accompanying message to state employees.</li><li>2. 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 (pages 9-10). Request that agencies report activities to state HR director.</li><li>3. Send memo to agency directors and HR directors with information on awards criteria and deadline for nominations, if state-level awards program is planned.</li><li>4. Send letter to businesses and merchants, if discounts or donated items are to be sought.</li></ol>	<ol style="list-style-type: none"><li>1. State HR Director and staff.</li><li>2. State HR Director and staff.</li><li>3. Governor's Office.</li><li>4. State HR Director and staff.</li></ol>
March	<ol style="list-style-type: none"><li>1. Issue Governor's Proclamation.</li><li>2. Finalize details of proclamation signing ceremony and awards ceremony or other event, if planned.</li><li>3. 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.</li></ol>	<ol style="list-style-type: none"><li>1. Governor's Office.</li><li>2. Governor's Office and state HR Directors' staffs.</li><li>3. Governor's Office and state HR Directors' staffs.</li></ol>





**SAMPLE PROJECT TIMELINE (CONTINUED)**

<b>Date</b>	<b>Action</b>	<b>Person(s) Responsible</b>
April	<ol style="list-style-type: none"> <li>1. Select winners of awards program; communicate winners to agencies.</li> <li>2. Write summary information on award winners for Governor's remarks at ceremony and draft press release on winners.</li> <li>3. Follow-up with merchants on discounts, donated items; send memo/flyers to agencies to promote discounts, etc.</li> <li>4. Tape public service announcements.</li> <li>5. Distribute press releases, public service announcements to media; distribute all promotional ideas.</li> <li>6. Forward Governor's Proclamation and message to agency directors and HR directors for distribution to state employees.</li> </ol>	<ol style="list-style-type: none"> <li>1. Governor's Office staff.</li> <li>2. State HR Director and staff.</li> <li>3. State HR Director and staff.</li> <li>4. Governor and ETV staff.</li> <li>5. State HR Director and staff.</li> <li>6. Governor's Office staff</li> </ol>
May	<ol style="list-style-type: none"> <li>1. Broadcast closed circuit message from Governor, if using.</li> <li>2. Hold Governor's Proclamation Signing/Awards Ceremony</li> <li>3. Hold all agency recognition events.</li> <li>4. Send follow-up memo to agency directors and HR directors summarizing initiative, highlighting successes, and thanking them for extra effort.</li> </ol>	<ol style="list-style-type: none"> <li>1. ETV/agencies.</li> <li>2. Governor's Office and state HR Director staff.</li> <li>3. Agencies</li> <li>4. State HR Director and staff.</li> </ol>
June	<ol style="list-style-type: none"> <li>1. Complete summary report of all state and agency activities.</li> <li>2. Reconvene planning team to evaluate the initiative and make recommendations for following year.</li> </ol>	<ol style="list-style-type: none"> <li>1. State HR Director and staff.</li> <li>2. Planning Team</li> </ol>





## 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.
- Inspired by today, leading for tomorrow. Thank you state employees.
- Great nations, great state, great staff! Thank you state employees for your dedication to public service.
- State employees—making a difference every day.
- Excellence in action—state employees.
- America's pride—state employees.
- Thank you for making a difference!
- Making government better for everyone, everyday. Thank you state employees.
- Public employees go the distance for you.
- Public employees: At work, at home, in the community. . .Role models of Service
- Public employees—Making a difference every day in every way.







## **SUGGESTED RECOGNITION ACTIVITIES**

### **STATE - LEVEL ACTIVITIES/EVENTS**

- 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 6 or some time during the week of May 4.
- 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.





## **SUGGESTED RECOGNITION ACTIVITIES (CONTINUED)**

### **AGENCY-LEVEL RECOGNITION SUGGESTIONS**

- 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 prizes 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.





## **SUGGESTED RECOGNITION ACTIVITIES (CONTINUED)**

### **AGENCY-LEVEL RECOGNITION SUGGESTIONS**

- 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.
- Enroll an employee(s) in a seminar or additional training.
- 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.





## **SUGGESTED RECOGNITION ACTIVITIES (CONTINUED)**

### **RECOGNITION OF EMPLOYEES ON ACTIVE DUTY**

**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 AND FITNESS SUGGESTIONS**

### **AGENCY-LEVEL RECOGNITION SUGGESTIONS**

- 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 RESOURCES**

American Dietetic Association: [www.eatright.org](http://www.eatright.org)

American Heart Association: [www.americanheart.org](http://www.americanheart.org)

Oakstone Wellness: [www.oakstonewellness.com](http://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.





**EVERYONE LIKES TO HEAR “GOOD JOB!” (CONTINUED)**

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.

*Adapted from information originally provided by the Cooperative Extension Service, University of Maryland – College Park and University of Maryland – Eastern Shore. Adapted for use by Jerry Cochran, Associate Specialist in Family Life, through the LSU Cooperative Extension Program.*





## **RESOURCES FOR EMPLOYEE RECOGNITION**

[www.naspe.net](http://www.naspe.net)

National Association of State Personnel Executives

[www.recognition.org](http://www.recognition.org)

National Association for Employee Recognition

[www.excelgov.org](http://www.excelgov.org)

The Council for Excellence in Government

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

[www.quotationspage.com](http://www.quotationspage.com)

The Quotations Page

[www.questforsuccess.com](http://www.questforsuccess.com)

Quest for Success

[www.eventfulgifts.com](http://www.eventfulgifts.com)

Eventful Gifts

[www.successories.com](http://www.successories.com)

Successories

[www.positivepromotions.com](http://www.positivepromotions.com)

Positive Promotions: Your One-Stop Shopping Source for Special Events







## Governor's Proclamation, Arizona

Janet Napolitano  
Governor

# Office of the Governor

\* ARIZONA STATE EMPLOYEE RECOGNITION DAY \*

**WHEREAS**, Arizona's State employees make a significant contribution to the well-being and quality of life for all citizens of our State; and

**WHEREAS**, Arizona's State employees preserve public safety and the health of our citizens, protect our clean air and water, care for less fortunate members of society, rehabilitate and counsel people in need, preserve our economic well-being by attracting and supporting commerce, build and maintain our highways, schools, and other infrastructure, administer justice, protect citizens' rights, care for victims of crimes, inspect our food, license our cars, help educate our children, make astounding advances in medicine, science and technology, and handle a host of other essential duties the public entrusts to them; and

**WHEREAS**, these dedicated individuals strive daily to perform their jobs with professionalism and integrity and to make government services more accessible and responsive to the needs of our citizens; and

**WHEREAS**, their devotion and commitment to State service often continues through volunteer activities outside of official business hours and into retirement years; and

**WHEREAS**, it is appropriate to set aside a day during Public Employee Recognition Week to honor and recognize all State employees and to give the general public an opportunity to learn more about their State government and outstanding employees who serve them; and

**WHEREAS**, Arizona is privileged to join other States across the Nation on May 7, 2008, to express special appreciation and gratitude to state employees for their hard work, sacrifices, and unselfish spirit of dedication to the citizens of our state;

**NOW, THEREFORE**, I, Janet Napolitano, Governor of the State of Arizona, do hereby proclaim May 7, 2008 as

\* ARIZONA STATE EMPLOYEE RECOGNITION DAY \*

throughout the State, and encourage all Arizonans to recognize our state employees for their hard work, sacrifices and dedication to the people across the Grand Canyon State.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Arizona

*Janet Napolitano*  
GOVERNOR

**DONE** at the Capitol in Phoenix on this second day of April in the year Two Thousand and Eight and of the Independence of the United States of America the Two Hundred and Thirty-second.

**ATTEST:**

*Janice K. Brewer*  
Secretary of State





## Governor's Proclamation for Recognition Day, Florida



**CHARLIE CRIST**  
GOVERNOR

### *PUBLIC EMPLOYEE RECOGNITION DAY*

WHEREAS, the State of Florida recognizes the contributions of public employees to society in areas such as education, health care, crime prevention, government, fire protection, national defense, and conservation of energy and natural resources; and

WHEREAS, the efficiency and effectiveness of government depend largely on employees who provide quality service to the public on a daily basis; and

WHEREAS, the State of Florida recognizes the dedication, talents, and contributions of public employees who work in all levels of government;

NOW, THEREFORE, I, Charlie Crist, Governor of the State of Florida, do hereby extend the greetings and best wishes to all those observing May 7, 2008 as *Public Employee Recognition Day*.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Florida to be affixed at Tallahassee, the Capitol, this 4<sup>th</sup> day of April, in the year two thousand eight.



  
Governor





## Governor's Proclamation for Recognition Week, Florida



**CHARLIE CRIST**  
GOVERNOR

### *PUBLIC SERVICE RECOGNITION WEEK*

WHEREAS, every day public employees at the federal, state, and local levels conduct the public's business and perform essential services; and

WHEREAS, public employees improve our quality of life through their efforts in many fields, including education, emergency management, public safety, transportation, natural resources, health and national defense; and

WHEREAS, state employees dedicate themselves to the continuous improvement of the quality of life for Floridians as they perform their duties as public servants; and

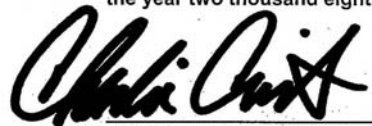
WHEREAS, the efficiency and effectiveness of government depends on public employees ensuring government services are accessible and responsive to the diverse needs of residents; and

WHEREAS, the State of Florida recognizes the dedication, talents, and contributions made by public employees working in all levels of government,

NOW, THEREFORE, I, Charlie Crist, Governor of the State of Florida, do hereby extend greetings and best wishes to all observing May 5 – 11, 2008 as *Public Service Recognition Week*.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Florida to be affixed at Tallahassee, the Capitol, this 4<sup>th</sup> day of April, in the year two thousand eight.



  
Governor





## Governor's Proclamation, Missouri



### 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

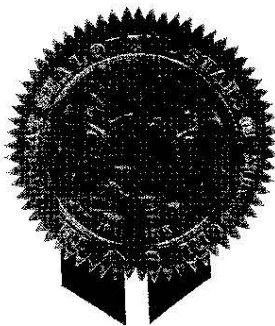
WHEREAS, state employees serve nearly 5.6 million Missourians every day with a wide range of services; and

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 2<sup>nd</sup> day of May, 2008.



  
Governor

Attest:   
Secretary of State





## State Senate Resolution, Missouri



*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

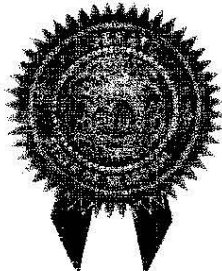
*Be It Further Resolved* that the Secretary of the Senate be instructed to prepare a properly inscribed copy of this resolution for presentation during Public Service Recognition Week.

Offered by Senators Gibbons, Shields and Coleman

STATE OF MISSOURI:  
CITY OF JEFFERSON:  
SENATE CHAMBER:

I, MICHAEL R. GIBBONS, President Pro Tem of the Senate, do hereby certify the above and foregoing to be a full, true and completed 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



## State House Resolution, Missouri

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

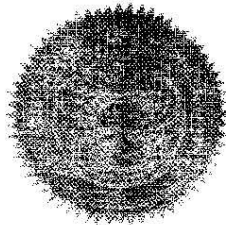
**Whereas**, those individuals who work for the state of Missouri are known, admired, and respected for the remarkable competence and exceptional talent that they have contributed to the betterment of our government through rigorous training and years of experience so vital and valuable to effective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

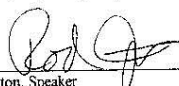
**Now, therefore, be it resolved** that we, the members of the Missouri House of Representatives, Ninety-fourth General Assembly, join unanimously in a thunderous round of applause as a token of our deep gratitude for the loyalty, ability, and commitment demonstrated by the countless state employees 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"





## Governor's Letter and Proclamation, Pennsylvania



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





## Governor's Letter and Proclamation, Pennsylvania







## **SAMPLE LETTER TO AGENCY AND HR DIRECTORS**

### **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 3-7, 2010. 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 5, 2010, 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 4-8, preferably on May 6. 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 April 16, 2010.

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





## **SAMPLE LETTER TO AGENCY AND HR DIRECTORS**

### **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 3-7, 2010. 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]





## SAMPLE PRESS RELEASE

<b>Annette Kreitzer</b> <i>Commissioner</i> P.O. Box 110200 Juneau, AK 99811-0200 <a href="http://www.state.ak.us/admin">www.state.ak.us/admin</a>	 <p><b>STATE OF ALASKA</b> <b>DEPARTMENT OF ADMINISTRATION</b></p>	<b>Carol Beecher</b> <i>Spec. Asst. - Communications</i> 907.269.6293 cell: 907.209.6293 <a href="mailto:carol.beecher@alaska.gov">carol.beecher@alaska.gov</a>
--	---	---

**Press Release** **OFFICE OF THE COMMISSIONER**

FOR IMMEDIATE RELEASE  
May 9, 2008

No. 08-0509

### **Governor Palin Announces Peak Performance Denali Award Winners**

(Anchorage, AK) Governor Sarah Palin announced this week the 2008 recipients of the annual Governor's Peak Performance Denali Awards.

Established in 2007, the Denali Awards recognize State employees who demonstrate a commitment to building and maintaining a culture of superior customer service, exceptional individual and team performance, and excellence in leadership for the State of Alaska Executive Branch and the citizens of Alaska.

Winners were selected out of hundreds of nominations submitted by co-workers.

Winners received their awards during a reception in their honor with family and friends on Monday, May 5, in Anchorage.

Governor Palin said, "I welcome the opportunity to honor these employees who give so much to the State. The Peak Performance Denali Awards give us a chance to celebrate the accomplishments and contributions of these dedicated public servants. They serve as an example for all of us."

Department of Administration Commissioner Annette Kreitzer, who presented the awards, said, "I am honored to publicly recognize these outstanding employees. These awards are a reflection of the respect and esteem earned by the winners from their co-workers."

The winners of the 2008 Governor's Peak Performance Denali Awards are:

#### **Co-Worker Recognition: Tina Cunning, Department of Fish and Game.**

Originally hired as a fisheries technician with the Department of Fish and Game in 1969, Tina's extensive experience and willingness share her knowledge with her co-workers, and to mentor the "next generation of F&G employees" are only a small part of her enormous contributions to the State. A co-worker noted, "Her knowledge is vast, her expertise voluminous and her devotion to the State and its efforts in conservation are without match elsewhere."

#### **Customer Service Individual: Nora Firmin, Department of Military and Veteran's Affairs.**

Nora Firmin works as an Emergency Management Specialist I for the State of Alaska Temporary Housing Program. She was the solo staff responsible for ensuring that families, displaced by the August 2006 South Central Flood and the October 2006 Southern Storm, received the aide they needed. She often went above and beyond, visiting families in difficult conditions. Her most vivid memory is gingerly making her way across a bridge suspended by cable, without handrails, many feet above a raging river. She navigated the statutory and regulatory guidelines as she worked to provide her clients with "thorough, prompt and creative services and advocacy."

#### **Customer Service Team: David Verbrugge, Eileen Nickoloff, and Marina Oberst, Analytical Toxicology Group, Department of Health & Social Services.**

These individuals work in the Analytical Toxicology Group at the Public Health Laboratory in Anchorage. They developed an analysis to determine the presence of ethylene glycol (antifreeze), methanol (wood alcohol), and isopropanol (rubbing alcohol); clinically critical and time sensitive tests that, until their program's launch in 2007, were





## SAMPLE PRESS RELEASE (CONTINUED)

tests only available outside Alaska. Before this milestone, patients who were suspected of ingesting these poisonous substances were immediately admitted to hospital Intensive Care Units and given a powerful and very expensive antidote, while waiting for lab results from outside Alaska.

Since the Analytical Chemistry Group began offering these analyses, critical lab results are now available within approximately three hours of receipt of the samples. This group of dedicated public servants responds to requests for testing 24/7/365, with members of the group alternating taking calls during nights and weekends and often driving to hospital laboratories and to the airport to collect samples.

### **Exceptional Performance Individual: Annette Ge Smith, Department of Revenue.**

Annette Ge works as a Data Processing Manager II in the Division of Permanent Fund Dividends. Identified by her peers as "the mastermind and main driving force behind the planning, development and implementation of the Dividend Applicant Information System", Annette's innovations have resulted not only in saving the State thousands of dollars, but in streamlining processes for the benefit of all Alaskans for years to come.

### **Exceptional Performance Team: Sgt Bryan Barlow and Melvin Nading, Alaska State Troopers Helo I Team, Department of Public Safety.**

Mel Nading, a helicopter pilot and Sgt. Bryan Barlow, supervisor of the Girdwood Post, both work for the Alaska State Troopers. They risked their lives to pluck a drowning kayaker from a raging Turnagain bore tide. Their co-workers noted, "If Nading and Sgt. Barlow had not gone above and beyond human expectations with no hesitation, the endangered swimmer would have died." Their skills and determination combined to make them an 'exceptional performance team'.

### **Leadership Award: Katie TePas, Department of Public Safety.**

Katie works for the Department of Public Safety as a program director for Domestic Violence Training. The Uniform Crime Report continually rates Alaska in the top five states for domestic violence. Whether by her SUV, a snowmobile or by small aircraft, Katie travels extensively across the State, typically spending 130 days a year visiting various communities to educate residents about these issues. Katie is one of the most visible and active persons representing the Department of Public Safety, and she faces physical challenges on a regular basis to educate Alaskans. Her zeal and commitment continue to make her an exemplary employee and an example to all.



Katie TePas, Melvin Nading, Sgt. Bryan Barlow



Commissioner Annette Kreitzer, Annette Ge Smith, Debbie Richter

###





## **SAMPLE 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.





## **SAMPLE LETTER TO THE EDITOR (CONTINUED)**

### **State Employees are Unique and Valuable, page 2**

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

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 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.





## **SAMPLE NEWSPAPER ARTICLE**

By Jeff E. Schapiro  
Richmond Times Dispatch  
May 14, 2002

### **Richmond Times Dispatch May 14, 2002**

The Warner administration is honoring seven Virginia government employees for innovation and community service.

The workers, selected as part of the state's observance of Public Employee Recognition Week, received commemorative pewter bowls and checks for \$500 during a ceremony Friday at the Executive Mansion.

"The commonwealth of Virginia has a long and proud tradition of producing and developing talented and devoted leaders and public servants," Gov. Mark R. Warner said in a written statement.

Standing in at the ceremony for Warner, who had to travel to Memphis, Tenn., for the funeral of a longtime business associate, was gubernatorial chief of staff William H. Leighty, a career state employee.

The awards, first issued in 2001 by Gov. Jim Gilmore, are part of a national program started 18 years ago by the Public Employees Roundtable. The organization is made up of 31 groups whose members are public service professionals.

Honored this year:

- **Patricia L. Huffman**, warden of the Fluvanna Correctional Center for Women.  
A 28-year employee of the Department of Corrections, she received the Governor's Agency Star Award for, among other things, a management record under which no employee grievances have been appealed to her superiors since the prison opened in 1998.
- **Betty J. Gray**, laboratory aide at the Tidewater Agricultural Research and Extension Center in Suffolk.  
She received the Governor's Award for Long-Term Quality Service for a career spanning 47 years, during which she often spent weekends and holidays helping to compile weather data for state and national agencies.
- **David W. Pittman**, for 35 years an employee of the Virginia Museum of Fine Arts.  
Pittman received the Governor's Award for Career Achievement. Pittman is credited with coordinating the nation's first traveling art gallery on wheels. He also put in place the museum's volunteer internship program.





## **SAMPLE NEWSPAPER ARTICLE (CONTINUED)**

By Jeff E. Schapiro  
Richmond Times Dispatch  
May 14, 2002

**Richmond Times Dispatch**  
**May 14, 2002**  
**Page 2**

- **Karen V. Kenney**, a telephone counselor for the Virginia Department of Agriculture and Consumer Services.

Kenney, the recipient of the Governor's Award for Consumer Service, is a senior member of a team of phone counselors who - since she joined the agency in 1996 - have assisted the more than 60,000 Virginians who have called the state's consumer protection hot line.

- **Kenneth M. "Mickey" Toombs** of the Virginia Department of Taxation.

Toombs received the Governor's Award for Community Service and Volunteerism for a 30-year affiliation with a wheelchair basketball team, the Richmond Rimriders. He currently is the team's manager, coordinating its appearances around the state and nation.

- **Jimmy Wallace**, administrator in Abingdon of a water-systems program for the Virginia Department of Housing and Community Development.

Wallace, who joined the department a decade ago, is this year's recipient of the Governor's Award for Innovation. Wallace was credited with helping to trim more than \$7 million in construction costs for water systems in 18 Southwest Virginia localities.

- **Lewis E. Heath, Jr.** of the Virginia Air National Guard Fire and Rescue.

A 10-year employee of the Air Guard, Heath received the Governor's Award for Workplace Safety for a record that includes developing ways to increase the visibility of emergency equipment.

Contact Jeff E. Schapiro at (804) 649-6814 or [jschapiro@timesdispatch.com](mailto:jschapiro@timesdispatch.com)







## **SAMPLE PUBLIC SERVICE ANNOUNCEMENT COVER LETTER**

March 20, 2007

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 Louisiana is joining other states across the nation in celebrating Public Service Recognition Week, May 7-13, 2007. 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 13.

Thank you for your positive consideration.

Sincerely,  
Anne S. Soileau  
Director  
Louisiana Department of State Civil Service

.





## **SAMPLE PUBLIC SERVICE ANNOUNCEMENT**

**RE:**

Public Service Recognition Week  
May 7-13, 2007

**DATE:**

To be aired on or after:  
April 1, 2007

**CONTACT:**

Erika Roberts  
225-342-8292

**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 7-13.

**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 7-13. 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 7th through the 13th. 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.

Brought to you by the Louisiana Civil Service Commission





## **NASPE Press Release (sample)**

Contact:

Jessica Ruble  
NASPE Marketing/Meeting Coordinator  
859-244-8179  
[jruble@csg.org](mailto:jruble@csg.org)  
[www.naspe.net](http://www.naspe.net)

### **State Employee Recognition Day to be celebrated on May 5, 2010**

**Lexington, KY** – The National Association of State Personnel Executives (NASPE) will sponsor State Employee Recognition Day on Wednesday, May 6 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 ninth year NASPE has sponsored the recognition day, which is celebrated in conjunction with Public Service Recognition Week, May 3-7, sponsored by the Public Employees Roundtable.

[Quote from NASPE president]

The 2009 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 3 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.

###

