



Department of
Youth Services

**Message from DYS Director Harvey Reed
Nominations for Employee Excellence**

March 8, 2012

I am pleased to announce our agency's participation in a new recognition program for employees. The Governor's Award for Employee Excellence is awarded to individual state employees or groups for work related achievements. Performance must be beyond that which would be expected from an employee who is fulfilling all the duties and requirements of the job. Each employee selected for the Governor's Award for Employee Excellence will receive a monetary award of \$100 in the form of a Visa gift card and a certificate from the Governor. DYS will select two finalists for this award, twice a year. Award ceremonies will be held in May and November.

An award program selection committee will review all nominations and ensure that staff selected for the award are eligible for the award. Criteria includes the following:

- Fulltime, permanent, non-probationary DYS employee
- Bargaining unit or exempt
- Classified or unclassified
- In good standing
 - Received an overall rating of satisfactory in the employee's recent performance review
 - Free of formal discipline during the last 12 months

This recognition program provides the opportunity to nominate DYS staff who have provided exemplary service and/or accomplished an outstanding achievement. Consider those employees who have made an agency-wide impact, significant impact for youth or the general public. Staff who have enhanced our agency's effectiveness, productivity and/or cost-savings should also be considered.

Anyone can nominate an individual or group by completing the attached nomination form completely. This form can be completed by handwriting or typing, but data typed into this form cannot be saved. Completed forms should be scanned and emailed to EmployeeExcellence@dys.ohio.gov. Nominations for the first award ceremony, which will be held on May 11, 2012, should be submitted no later than Wednesday, March 22nd.

Harvey J. Reed, Director
Department of Youth Services