



# Employee Recognition Awards

## Guidelines



The Province of Prince Edward Island is committed to recognizing the leadership, hard work, and dedication of all public servants in exemplifying the values of the Provincial Civil Service. As civil servants, we respect our colleagues and all citizens of our Island. We show integrity by being honest, open, and fair with our work. We are accountable for our work and our actions and strive for excellence in providing high quality service to citizens and our fellow colleagues.

There are five **Employee Recognition Awards**, each with its own specific criteria, that are presented during Public Service Week in June each year. Detailed descriptions of each award, including nomination requirements and evaluation criteria, are provided in the document.

1. [Premier's Excellence in Leadership Award](#)
2. [Annual Premier's Leadership Award for Equity, Diversity, and Inclusion in the Public Service](#)
3. [Departmental Innovation Award](#)
4. [Douglas MacMaster Memorial Occupational Health and Safety Award](#)
5. [Engagement and Collaboration Award](#)

### Eligibility:

Awards are open to civil service employees and/or teams.

### How to Nominate:

Submit completed nomination forms by email to:

#### **PEI Public Service Commission**

PO Box 2000 Charlottetown PE C1A 7N8

Email: [EmployeeExperience@gov.pe.ca](mailto:EmployeeExperience@gov.pe.ca)

## 1) Premier's Excellence in Leadership Award

Recognizes a contribution to Government and citizens of PEI that achieves a positive impact and demonstrates excellence in leadership aligned with the Public Service Leadership Competencies: Influence and Self-Awareness, Builds Relationships, Leads Others, Focus on Results.

### Nomination requirements and documentation:

**1. Nomination rationale** (max 200 words in space provided in nomination form): Summarize the leadership or achievement and the impact it made, describing the context, people involved, impact, performance and/or outcomes.

### 2. Award Criteria

In the nomination form, link the nominee's achievements to each of the overarching [Public Service Leadership Competencies](#) and provide specific evidence of their demonstration of each of the leadership competencies below (max 150 words per competency). Attach additional pages and supporting documents as needed.

- a. **Influence & Self-Awareness:** How do they response to sensitive issues, and demonstrate respect? Consider qualities such as open and honest communication, accepting responsibilities, being inclusive and considerate.
- b. **Builds Relationships:** How did they value diverse opinions, cultures and backgrounds and handle difficult issues? Consider qualities such as open and honest communication, fairness, being inclusive and nonpartisan.
- c. **Leads Others:** Did their leadership have fundamental impact on work or client service, did they seek creative solutions to improve systems, or challenge the status quo? How did they foster an environment where new ideas are welcome? Did they strive to do their best and lead others along the way?
- d. **Focus on Results:** How did the nominee demonstrate responsibility for their decisions and the quality of their work? Consider the nominee's willingness to explain work decisions, behavior and performance.

**3. Endorsement letters:** Minimum 1 (up to 3 letters may be included) from peers, supervisors, clients, partners, or supervised staff.

## 2) Annual Premier's Leadership Award for Equity, Diversity, and Inclusion in the Public Service

Presented to individuals, teams, or departments in the PEI Public Service who demonstrate leadership in equity, diversity, inclusion, and accessibility through innovative, proactive, and forward-focused practices. The award recognizes those that demonstrate their commitment to the [Public Service Values](#) and [Equity, Diversity and Inclusion Principles](#) by making a significant difference and have yielded positive outcomes in creating welcoming, inclusive, respectful, bias-free, and psychologically safe workplaces. This nomination is intended to recognize leaders whose efforts have made a significant difference in the provincial public service, creating a corporate workplace culture that is welcoming, inclusive, respectful, safer, supportive and engaging.

### Nomination requirements and documentation:

**1. Nomination rationale** (max 200 words in space provided in nomination form): Summarize the reasons for the nomination, and the impact it made, describing the context, people involved, impact, performance and/or outcomes.

### 2. Award Criteria

In the nomination form, provide examples of activities that have promoted and yielded positive outcome(s) such as a work environment that is welcoming, inclusive, accessible, and supportive and nurturing of cultural, ethnic, racial, gender, sexual orientation, language, and other social and cultural identities. Describe the practices used for enhancing fairness and acknowledging differences in the workplace. Attach additional pages and supporting documents as needed. **Please confirm that the nominee is aware of this nomination and has agreed that the nomination go forward.**

The information provided could include the following:

- **Demonstration of leadership in EDI:** Visible champion who identifies priorities, programs, and supports to advance EDI and accessibility and remove barriers.
- **Applies an intersectional lens:** Contributes to strategies for a skilled, diverse, inclusive, and accessible workforce and workplace; links to service/program improvements that reflect the intersectionality of our employees and diversity demographics in the wider community.
- **Promotes education/training:** Identifies and implements EDI and accessibility learning opportunities; builds external partnerships to advance learning and coordinate with subject matter experts identifying unique EDI related training needs.
- **Delivery of EDI and Accessibility promotional activities:** Collaborates on initiatives, such as those for improving accessibility and social inclusion, community engagement, creativity to meet diverse needs, support for diverse student hiring, or initiatives enhancing fairness, accommodation, multicultural education and valuing cultural diversity.

**3. Endorsement letters:** Minimum 1 (up to 3 letters may be included) from peers, supervisors, clients, partners, or supervised staff.

### 3) Departmental Innovation Award

Recognizes innovative approaches (new services, products, or variations on current practice) that add value for internal and/or external clients. Innovations could lead to efficient use of resources, improved service, procedures, technology, systems or methods. They could also reduce costs/materials/handling/waste, increased productivity, or improve workplace safety and wellness.

#### Nomination requirements and documentation:

**1. Nomination rationale** (max 200 words in space provided in nomination form): Summarize the reasons for the nomination, and the impact it made, describing context, people involved, impact, performance and/or outcomes.

#### 2. Award Criteria

In the nomination form, describe the innovation and address the criteria below to be considered for the award. Attach additional pages and supporting documents as needed.

- What was the need?
- What was the solution?
- Who benefited from this innovation (who reaped the benefits or was affected)?
- What value did the innovation provide?
- Describe the impact, measured result, and method used to measure the results.

**3. Endorsement letters:** Minimum 1 (up to 3 letters may be included) from peers, supervisors, clients, partners, or supervised staff.

## 4) Douglas MacMaster Memorial Occupational Health & Safety Award

The Douglas MacMaster Memorial Occupational Health and Safety Award was first introduced in 2006 and is designed to celebrate achievements by government civil service employees in the promotion and development of health and safety.

Mr. MacMaster, a dedicated public service employee with the Provincial Forest Program for more than 25 years, was a silvicultural trainer and educator for government staff, woodlot owners and operators. Doug developed and taught a variety of courses promoting chainsaw, brush saw, and woods safety. As a forest safety inspector and supervisor, he constantly strived to achieve safer operations for everyone.

Doug was also an innovator and fabricator of improved forest safety equipment. He distributed designs across the country and assisted others in making their equipment safe and effective. Doug continued to teach and promote forest safety until he was unable. Doug passed away in 2004, leaving the memory of an individual truly committed to forest safety, family and community.

### Nomination requirements and documentation:

**1. Nomination rationale** (max 200 words in space provided in nomination form): Summarize the accomplishment of the nominee(s) and reasons for nomination; describing the context, people involved, impact, performance and/or outcomes.

### 2. Award Criteria

In the nomination form, describe how the nominee meets the award criteria through demonstrated achievements in one or more of the following areas below. Please include specific examples. Attach additional pages and supporting documents as needed.

- Improvement of health and safety in the workplace (e.g., better committee meetings, membership incentives, workshops, training ideas).
- Team safety awareness and advocacy of safe workplaces by government employees.
- Solutions to identified OHS issues (e.g., new product/design/engineering ideas; awareness initiatives reducing risk of injury/disease).
- Development or promotion of OHS training materials (e.g., posters, videos, training equipment, comment boxes).
- Young/new worker injury-prevention initiatives (e.g., training, orientation checklists, videos).
- Improved inspections, incident documentation, and practices leading to hazard reduction.
- Programs that improve employee health and safety.
- Excellence/innovation in return-to-work programs for ill or injured employees.

**3. Endorsement letters:** Minimum 1 (up to 3 letters may be included) from peers, supervisors, clients, partners, or supervised staff.

## 5) Engagement and Collaboration Award

Public engagement consists of a wide array of activities that range from informing the public to involving the public in co-creating of policy. Collaboration involves partnering with others and understands the strength of engaging stakeholders to build solutions and improve service delivery. This award recognizes contributions to government and citizens of PEI through meaningful public engagement and/or cross-departmental collaboration with stakeholders and partners that result in a positive impact.

### Nomination requirements and documentation:

**1. Nomination rationale** (max 200 words in space provided in nomination form): Summarize the reasons for nomination and describing context, people involved, impact, performance and/or outcomes.

### 2. Award Criteria

In the nomination form, describe how the work and accomplishments of the nominee align with any of the five public participation goals found in the [Government of PEI's Public Engagement Planner's Workbook](#), as listed below. Please address both engagement and (if applicable) collaboration and describe how the nominee met any of the elements of meaningful public engagement, such as sufficient notification; accessible, comprehensible information; reasonable timelines; sensitivity to public values; adaptability to participant needs; and transparent, timely communication of results. Attach additional pages and supporting documents as needed.

- **Inform:** Provide balanced and objective information to assist others in understanding the problem, alternatives, or solutions.
- **Consult:** Obtain feedback on analysis, alternatives, or decisions.
- **Involve:** Work directly with others throughout the process to ensure their concerns and aspirations are understood and considered.
- **Empower:** Place final decision-making in the hands of the group.
- **Collaborate:** Partner with others (public or inter-departmental initiatives) and understand the strength of engaging stakeholders to build optimal solutions. Demonstrate the ability to draw on strengths of others to achieve goals. Show how the nominee creates an environment for collaborative practice and common purpose; builds relationships for developing/delivering policy/services; and models collaborative goal setting and decision-making.

**3. Endorsement letters:** Minimum 1 (up to 3 letters may be included) from peers, supervisors, clients, partners, or supervised staff.