# Employee Recognition Awards

*Guidelines*

The Province of Prince Edward Island is committed to recognizing the leadership, hard work, and dedication of all employees in exemplifying the values of the Provincial Civil Service. As employees, 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 prior to Public Service Week each June. The award ceremony will be held in the Premier's Office each May followed by email and social media dissemination of award information and ceremony photos. Detailed descriptions of each award, including nomination requirements and evaluation criteria, are provided in this 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:**

Civil Service Employees: Awards are open to employees and teams in departments and agencies employed by the Government of Prince Edward Island which are covered by the *Civil Service Act*, including Schedule A of the *Financial Administration Act*.

**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

## 1) Premier's Excellence in Leadership Award

Recognizes civil service employees for 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. 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.**

a. **Influence & Self-Awareness**: How do they respond to sensitive issues, and demonstrate respect? Consider qualities such as open and honest communication, accepting responsibilities, being inclusive and considerate.
b. **Builds Relationships:** How do 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:** Does their leadership have fundamental impact on work or client service, do they seek creative solutions to improve systems, or challenge the status quo? How do they foster an environment where new ideas are welcome? Do they strive to do their best and lead others along the way?
d. **Focus on Results:** How does 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:** Each nomination must include at least one endorsement letter. Up to three endorsement letters will be accepted as part of the application. Endorsement letters must be provided by a third party (i.e. colleague, supervisor, deputy head, external stakeholder) and cannot be submitted by either the nominator or the nominee.

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

Presented to individuals, teams, or departments in the PEI Civil 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 civil 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 the advancement of EDI and accessibility, and removes 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.
- **Provides leadership in advancing diversity recruitment efforts:** Contributes by identifying designated diversity positions and increasing participation of students from diverse groups in summer employment, internship, on-the-job training, or job shadowing opportunities.

**3. Endorsement letters:** Each nomination must include at least one endorsement letter. Up to three endorsement letters will be accepted as part of the application. Endorsement letters must be provided by a third party (i.e. colleague, supervisor, deputy head, external stakeholder) and cannot be submitted by either the nominator or the nominee.

## 3) Departmental Innovation Award

Recognizes civil service employees for 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. **Please confirm that the nominee is aware of this nomination and has agreed that the nomination go forward.**

- 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:** Each nomination must include at least one endorsement letter. Up to three endorsement letters will be accepted as part of the application. Endorsement letters must be provided by a third party (i.e. colleague, supervisor, deputy head, external stakeholder) and cannot be submitted by either the nominator or the nominee.

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

Since 2006, the Douglas MacMaster Memorial Occupational Health and Safety Award has recognized government civil service employees who make significant contributions to workplace health and safety. This award honours individuals or teams who consistently go above and beyond to promote all aspects of safety, including physical, psychological, and organizational well-being, helping to create a safer workplace for everyone.

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. **Please confirm that the nominee is aware of this nomination and has agreed that the nomination go forward.**

- **Workplace Health & Safety Improvement:** Contributes to enhancing health and safety in the workplace. This may include improving committee meetings, membership incentives, workshops, training ideas, return to work processes, etc.
- **Team Safety Awareness and Advocacy**: Identifies and implements initiatives that promote team safety awareness and advocacy for safe workplaces by government employees.
- **Innovative Health & Safety Solutions**: Supports the development and implementation of an innovative solution to an identified workplace health & safety issue.
- **Hazard Reduction & Injury Prevention**: Contributes to reducing hazards and preventing workplace related injury/disease (physical or psychological) in government work sites. This may include improving safety inspections, incident documentation, training, and other practices.
- **Outcome/Impacts**: Demonstrates strong evidence of improving workplace health and safety due to the work and dedication of the individual or group.

**3. Endorsement letters:** Each nomination must include at least one endorsement letter. Up to three endorsement letters will be accepted as part of the application. Endorsement letters must be provided by a third party (i.e. colleague, supervisor, deputy head, external stakeholder) and cannot be submitted by either the nominator or the nominee.

## 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 understanding 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 describe the 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, including a description of 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. **Please confirm that the nominee is aware of this nomination and has agreed that the nomination go forward.**

- **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:** Each nomination must include at least one endorsement letter. Up to three endorsement letters will be accepted as part of the application. Endorsement letters must be provided by a third party (i.e. colleague, supervisor, deputy head, external stakeholder) and cannot be submitted by either the nominator or the nominee.