




DEPARTMENT OF PERSONNEL
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MEMO PERD #19/08

April 9, 2008

TO: Department Directors
Division Administrators

FROM: Todd Rich, Director 
Department of Personnel

SUBJECT: Nevada State Employee Recognition Week

Governor Gibbons has proclaimed May 5-11, 2008 as Nevada State Employees Recognition Week. This week is set aside annually to celebrate the numerous contributions of our public employees and to educate the community on how state workers make life better for citizens. As in years past, Nevada will be joined by many other states across the nation in honoring public employees during Public Service Recognition Week.

Please take this opportunity to plan at least one activity to recognize employees within your agency. Activities should occur sometime during Employee Recognition Week, preferably on Wednesday, May 7, which has been designated as State Employee Recognition Day. There are many activities you can do that require little or no money but can have an important positive impact on morale.

Attached is a list of ideas to assist you in planning. We are also including posters for you to display in a prominent area. A copy of the Governor's proclamation will be distributed to all employees with their paycheck on Friday, May 2, 2008. All of these materials will also be available for you to access at the DOP website at www.dop.nv.gov.

The Department of Personnel will be developing a composite of Nevada recognition activities that can be shared with other states across the nation. I am therefore asking each agency to send a brief description of your planned activities to me at trich@dop.nv.gov or to our Public Information Officer, Lesley Henrie at lhenrie@dop.nv.gov by April 21, 2008.

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We look forward to hearing about your agency's events. We are grateful for you joining us in expressing appreciation to all of the Nevada state employees that do a wonderful service for our citizens every day.

Please feel free to call our office at 775-684-0131 if you have questions or need additional information.

SUGGESTED RECOGNITION ACTIVITIES

NO COST ACTIVITIES

- 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.
- Display a "Hall of Fame" – collection of photos of recognized employees displayed in a prominent place.
- Establish a "Walk of Fame." Post complimentary correspondence from customers.
- Post a "Recognition Bulletin Board" in each department or division and encourage employees to write accolades about co-workers.



- Feature state employees on the state Web site for their community work or excellence on the job.
- Ask a senior manager to attend a staff meeting when recognizing employees.
- Invite a local dignitary or motivational speaker for an event at the office.
- If you have a public information officer, have them 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.
- Choose an off-site location and plan a "change of venue" work location with lunch, games, and prizes donated by local merchants.
- 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.



Some of the most important recognition activities are free!

- Challenge another division or agency to a softball game or other sporting event and invite agency employees and families.
- Offer a dress-down day to state employees.
- Offer a month of free parking.



Low Cost Activities



Awards & certificates are great tools for showing appreciation.

- Use your agency's desktop publisher or graphic artist to develop posters, banners, and signs to display in a prominent place.
- Hang banners with an encouraging message to state employees.
- Award a "traveling trophy" that is given to a different employee each year.
- Award certificates or plaques.
- Establish a permanent recognition award and name it after an outstanding employee.
- Prepare a scrapbook that details achievements throughout the year.
- Make a scrapbook of complimentary letters and notes to agency employees from customers. Display scrapbook in a prominent place.
- Hold a recognition breakfast, lunch, ice cream party or pizza party. Have supervisors and managers set up, serve, and clean up.
- 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.
- Host a catered lunch.
- Hold a drawing for a restaurant gift certificate.
- Provide mugs, pens, t-shirts, etc. with a team or agency logo.
- Send flowers.
- Give gift certificates for books or CDs.
- Provide movie tickets.
- Hold a contest to create a slogan for your agency or to name a newsletter. Award the prize on State Employee Recognition Day.
- 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.
- Arrange for a state employee night at a local sports or cultural facility.
- Establish an annual employee and family picnic.
- Enroll employee(s) in a seminar or additional training.
- Purchase items such as planners and/or portfolios, business card holders, special nameplates, or clocks.
- Provide office accessories.
- Distribute employee recognition day buttons or ribbons to wear.
- Give away a spa gift certificate.
- Host an on-site Health Fair. Offer health screenings, body massages, health talks, health products and free samples.
- 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.





- Administrators and managers at the Department of Conservation and Natural Resources hosted a parking lot barbecue for all divisions.
- The Department of Taxation held a pizza party for all divisions.

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:

EXCELLENT!

I'm proud of the way you worked today.
You're doing a good job.

Past Nevada Agency Activities

- The Department of Public Safety hosted a raffle with proceeds going to Employee of the Year awards.
- The Public Utilities Commission management staff visited each employee individually and served him or her dessert from a traveling "Ice Cream Wagon" (a transformed computer cart that acted as an ice cream smorgasbord).
- The Controller's Office gathered all employees together daily for a brief "celebration of success" meeting.
- The Department of Corrections chose a circus

theme with game booths, popcorn, cotton candy and snow cones. Prizes were donated for the games.



Everyone Likes to Hear "Good Job!"

THAT'S IT!

You've just about got it.

That's the best you've ever done.

Congratulations!

TREMENDOUS!

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.

PERFECT!

Way to go!

Now you have the hang of it.

WONDERFUL!

Nice going.

Now, that's what I call a fine job!

OUTSTANDING!

You did that very well.

You're doing beautifully.

You did a lot of work today.

FANTASTIC!

Good thinking!

You outdid yourself today!

WOW!

Good for you!

Good job, (and use their name)!

I'm happy to see you working like that.

SENSATIONAL!

Keep up the good work.

That's coming along nicely.

That's first-class work.

You are very good at that.

THANK YOU!

**THANK YOU FOR
MAKING A DIFFERENCE
FOR ALL NEVADANS**



Nevada State Employees Recognition Week

May 5-11, 2008