

Youth Services Policy A.2.4 Awards and Recognition

**Deputy Secretary's
Award of Excellence/Distinguished Services**

Unit : _____ Date: _____

Unit Head: _____

Employee's Name: _____

Employee's Job Title: _____ LA GOV-HCM No.: _____

This employee is being nominated for:

_____ Award of Excellence _____ Distinguish Service Award

1. Does this employee currently have an overall PPR rating of "Successful" or equivalent?

_____ Yes _____ No

2. Awards of Excellence - What outstanding qualities and work ethics promoting the mission, vision, and philosophy of Youth Services have the employee or group of employees exhibited which resulted in a major benefit to the agency? *Please explain and provide any available documentation. Please include this question on the first line of the document.*

3. Distinguished Service Award - Has this employee or group of employees acted courageously to protect life or property during a work-related emergency situation? *Please explain and provide any available documentation. Please include this question on the first line of the document.*

4. Has this employee previously received compensation under Youth Services Policy A.2.4 Employee Awards, or any other policy or Civil Service pay rule? If yes, for what effort (training, certification, etc.) was the award given and when was it awarded? *Documentation may be attached. Please include this question on the first line of the attachment.*