

PERFORMANCE RECOGNITION PROGRAM

KEY DATES - 2016

- February 9** PRP kick-off announcement sent via e-mail to Cabinet Secretaries, Department Heads, College Presidents and Human Resources Directors.
- February 22** Agency HR Director identifies Agency PRP Coordinator who will oversee the program within the agency. PRP Coordinator must email the Agency Coordinator Form to Nancy Daiute at Nancy.W.Daiute@hrd.state.ma.us. **Agency head and/or PRP Coordinator make agency-wide announcement of the kick-off.**
- Feb. 22 – May 27** Nomination Period.
- May 27** All nominations for the Commonwealth Citation for Outstanding Performance are submitted to the agency coordinator. The coordinator gives all nominations to the Agency's Selection Committee* to review.
- *Each agency has its own selection committee. The committee is responsible for reviewing all nominations within the agency and making final decisions regarding its recipients of the Commonwealth Citation – subject to Agency Head approval.
- May 27 – June 24** Recipients of the Commonwealth Citation for Outstanding Performance are selected by agency selection committee.
- From the pool of Citation winners, the agency selection committee selects the agency's nominee for the Manuel Carballo Governor's Award for Excellence in Public Service.
- June 24** Agency Coordinator enters all citation winners and Carballo nominee (if applicable) into the PRP Information System. Rooney, Mentoring and Equity nominations do not get entered into the System – they are submitted electronically only.
- Agency coordinator submits the following completed nominations to HRD:
- Manuel Carballo Governor's Award for Excellence in Public Service
 - Eugene H. Rooney, Jr. Public Service Award
 - Commonwealth of Massachusetts Mentoring Award
 - Commonwealth Equity in Governance Award
- August** Citations for Outstanding Performance are distributed to agency PRP coordinators who will be responsible for obtaining agency head signature on each citation. Agencies keep the signed citations and plan for the distribution/internal recognition of its citation winners.
- September** The Chief Human Resources Officer announces the recipients of the Manuel Carballo Governor's Award for Excellence in Public Service, the Eugene H. Rooney, Jr. Public Service Award, the Commonwealth of Massachusetts Mentoring Award and the Commonwealth Equity in Governance Award.
- Fall 2016** Award ceremony at the State House to formally recognize recipients of the Manuel Carballo Governor's Award for Excellence in Public Service, the Eugene H. Rooney, Jr. Public Service Award, the Commonwealth of Massachusetts Mentoring Award and Commonwealth Equity in Governance Award.*

*Citation winners are invited to State House event, but not formally recognized.