



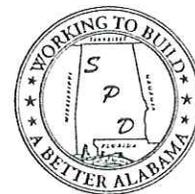
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MEMORANDUM

TO: Agency Directors and Personnel Managers of All State Agencies, Departments, Commissions and Boards

FROM: Jackie Graham, Director, State Personnel Department 

SUBJECT: State Employee Recognition Activities

DATE: April 9, 2008

We have now finalized plans for recognizing Alabama State Employees during the week of May 5-9, 2008. We would like to include employees from different Departments on our Planning Committee and ask that you forward the names and contact information of any volunteers from your Department to Katie Shuey at katie.shuey@personnel.alabama.gov.

- State Employees Recognition Day Party**
On May 7, 2008 the State Personnel Department invites all State employees to attend the State Employee Recognition Day Party to be held in the courtyard area of the Gordon Persons Building on Ripley Street in Montgomery, Alabama from 11 a.m. – 1 p.m. This time should accommodate varying lunch periods or allow employees to alternate lunch hours. The event will include a DJ and vendors will be present to sell food at a discounted price to employees. WeSave will be present to answer questions and Public Health will be offering wellness screenings. We ask that all Departments encourage employees to take a break to be recognized. We will also announce the Legislative, Executive, and Judicial Employee of the Year at the event.
- Executive Branch Employee of the Year**
Please forward to me the name and accomplishments of an exemplary employee at your Department. This person will be entered to win an award and be recognized as the Executive Branch Employee of the Year at the State Employees Recognition Day Party held on May 7. The winner will be determined by the State Personnel Board. Please forward your nominations to Katie Shuey (katie.shuey@personnel.alabama.gov) by April 18th.
- Governor's Proclamation**
We are working with Governor Riley's staff to prepare a proclamation declaring May 7, 2008 as State Employee Recognition Day. We will e-mail you the proclamation in PDF format after it is signed. You may share the proclamation with each employee of your agency. You may duplicate the proclamation and distribute it to your employees or you may send your employees an e-mail and attach the document.

- **WeSave Card**

State employees have a new way to save...the WeSave Card. The State of Alabama is offering an added way for State employees to save money on everyday purchases. The WeSave card can be used to receive discounts at local businesses on goods and services.

WeSave, Inc. is a provider of loyalty/benefit programs for public employees. State employees activate their WeSave cards online, by mail, or by phone. Once it has been activated, the WeSave card can be presented to a participating merchant and the employee receives a discount instantly on the goods or services purchased. Membership in the WeSave card program is free to State Employees and there is no cost to be a WeSave merchant. WeSave is working hard to increase the number of vendors offering discounts to state employees. The cards will be issued in early May.

- **Agency Recognition Activities for State Employees**

State agencies are asked to plan at least one event during the week of May 5-9, such as a “casual dress day” or a department wide party. If you have not already done so, please send me a brief description of your planned activity by May 2nd. We will develop a composite summary of the week’s events to share with the Governor’s Office and with the National Association of State Personnel Executives (NASPE). NASPE is promoting similar recognition activities for state employees in states across the nation.

- **Additional Resources**

You may review NASPE’s Guide to State Employee Recognition Day at <http://www.naspe.net/index.cfm?PageID=20>. You may also find additional links on this website to include Recognition Day activities, letters to employees, posters, and a sample Employee Recognition Packet.

Thank you for your extra efforts to express appreciation to your agency’s employees and to the other dedicated men and women who devote their careers to serving the people of Alabama.

Please feel free to call my office if you have any questions or need additional information regarding this initiative.