

# The Edison Award

## Program Overview & Judging Guidelines



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## What We Want to Recognize

The Edison Award celebrates outstanding performance and employees who live Edison International's values and guiding behaviors. Our values are important to our culture and performance. The Edison Award makes those values tangible and celebrates employees for living them, reinforcing our commitment to building a healthy, high-performing culture.

We're looking for two main qualities in our winners:

1. **Outstanding performance** — role models who go above and beyond what's asked of them to deliver value to Edison International. Employees who are results-oriented, thought leaders, change agents and risk takers. When nominating someone, consider people who
  - Take extra personal initiative to get the job done right.
  - Are known as the "go to" people in their work group.
  - Take performance to the next level.
2. **Living our values and guiding behaviors** — role models who consistently demonstrate our values in action. When nominating someone, be sure to provide concrete examples of the guiding behaviors.
  - **Safety:** Acts as a safety culture leader; always works safely and stops unsafe work; coaches and recognizes safe work practices and behaviors; looks out for others; masters safety — understands the work and knows the safety risks; visibly models and promotes safe behaviors, always.
  - **Integrity:** Acknowledges and learns from mistakes; delivers on commitments and promises; handles issues directly and openly; lives our values; walks the talk — actions and words are consistent.
  - **Excellence:** Accepts accountability for his/her actions; acts with a sense of urgency; builds on the strengths of diversity; sets high expectations and gets results.
  - **Respect:** Assumes best intentions, not motives; fosters a positive, open environment; provides honest feedback and constructive coaching; recognizes the contributions of others.
  - **Continuous Improvement:** Consistently raises the performance bar; develops others; ensures others have the context and information to succeed; pursues opportunities to grow and learn; takes appropriate risks; welcomes change and new ideas.
  - **Teamwork:** Encourages cross-organizational collaboration; identifies new opportunities for creating value by working together; involves others and seeks their input; makes decisions for the greater good, not self-interest; strengthens performance through mutual support.

## Program Schedule

2019	Activity
<b>April 1, 2019</b>	<b>Program launch</b>
<b>May 3, 2019</b>	<b>Nomination deadline</b>
May 13–24, 2019	OU Teams review nominations and prep for judging
May 28–June 18, 2019	OU Team judging
<b>June 3, 2019</b>	<b>List of all nominees posted on Edison Award site</b>
June 19, 2019	OU submits proposed finalists names to Corp Comm
June 19–21, 2019	Corp Comm to review finalist nomination forms
June 24–27, 2019	Finalists vetted with HR, Ethics, Security
	OUs prep/rewrite finalists forms for winner judging
June 28, 2019	OU submits final forms to Corp Comm for winner judging
<b>June 28, 2019</b>	<b>Finalists announced companywide</b>
July 8–15, 2019	Judging team to review finalist nominations for winner judging
July 15, 2019	Judging team to submit list of winners to Corp Comm by 1 p.m.
<b>July 16, 2019</b>	<b>Finalist Luncheon</b>
July 18, 2019	Judging team to choose winners
July 19–23, 2019	Winners vetted with HR, Ethics, Security
July 25, 2019	EMC and OU leadership notified of winners
Aug. 19, 2019	Winners notified (date subject to change)
<b>Aug. 20, 2019</b>	<b>Winners announced companywide</b> (date subject to change)
<b>Sept. 27–29, 2019</b>	<b>Winner Recognition Event</b>

# Eligibility, Nominations, Judging, Finalists, Winners

## ELIGIBILITY

### To Nominate

- Any employee who is not a contingent worker is eligible to nominate an eligible employee. You may nominate your peers or a manager, and managers and leadership may nominate subordinates. You may also nominate someone outside of your Operating Unit (OU). Previous Edison Award winners, finalists and members of the Edison Award program team are also eligible to nominate someone.
- You may not nominate yourself or a team of employees. However, you may submit multiple nominations for different employees – completing a separate nomination form for each employee.

### To Win

- The Edison Award is open to employees who are current/active at the time of nomination, supervisors and managers of Edison International, Southern California Edison and Edison Energy and those represented by the IBEW and UWUA unions, with some exceptions.
- Members of the Edison Award program team that are below director level are also eligible. Finalists from the 2017 Edison Award program are also eligible; however, a new nomination form will need to be submitted on their behalf.
- The program excludes executives (directors and above). These individuals already have performance incentives tied to their annual compensation. Contingent workers (supplemental personnel, consultants and contractors) are not eligible.
- Previous Edison Award winners are not eligible to win again.

## NOMINATIONS

- You may nominate using the online nomination form located at <https://energized.edison.com/edison-award-2019>.
- There is one nomination form and one submission deadline for all OUs. Paper forms will not be accepted.
- It is important to complete the entire nomination form because each section is specially designed to ensure consistency across all OUs. If the form is incomplete, it may not be eligible for consideration.
- The total word count maximum limit is 1,200 words.
- The employee's highlighted performance must have been demonstrated from 2017 through 2019.
- Please make sure the examples provided on the nomination form are correct. The OU program team will be verifying the information prior to judging.
- The judging process is not based on grammar, vocabulary or spelling, but rather on convincing, specific and factual examples that show why the employee deserves to be a role model for Edison International's values. Short and succinct descriptions of an employee's specific actions and behaviors are better than broad generalizations.
- **The online form cannot be saved while you're in the process of creating it.** We recommend you draft your answers in the Word template provided on the site and then transfer the data into the online form when you have time to complete it in one sitting.
- When nominating someone for work they did in a previous OU prior to switching into a new OU, please use the nominee's previous OU when filling out the form.
- Once the form is submitted, you will receive an automatic email reply indicating the form has been received. A copy of the nomination will automatically be sent to the nominee's OU Program Manager for review and judging. They may follow up with you directly if they have a question about your submission.
- The nominee will NOT receive a copy of the nomination form, nor will they know who nominated them. We leave this up to the nominator if they'd like to notify the person directly. A full list of nominees will be posted on the Edison Award site in June. The list will only include the nominee's name, title and OU. It will not include the nominator's name.

## JUDGING

- Step 1 – Program Directors will form a selection committee of VPs and/or directors from the departments represented within the OU to select the finalists for their group. Finalists will be vetted prior to submission to the Winners Judging Team. The Finalists' manager/supervisor will include a short testimonial, which is approved by the Finalists' director, along with the finalist's nomination form to the Winner Judging Team.
- Step 2 – The Winners Judging Team consists of the 18 OU Program Directors plus a small group of former Edison Award winners, including at least one union member chosen by the Program Planning Team. The Team will evaluate the 50 OU finalists submitted and use the general judging procedures outlined in this packet.

## **FINALISTS**

Award up to 50 Finalists

- Number of finalists per OU is outlined on p. 14.
- Finalists will be announced June 28, 2019.
- Finalist will receive a certificate and attend a special luncheon in the Employee Lounge on July 16, 2019.

## **WINNERS**

Award up to 20 Winners

- Winners will be notified Aug. 19, 2019 (date subject to change).
- Winners will be announced companywide Aug. 20, 2019 (date subject to change).
- Winner Recognition Event will be Sept. 27-29, 2019, at a resort hotel that will include a formal dinner and one complimentary hotel room for a two-night stay at the hotel for winners. All winners and the EIX Managing Committee and SVP officers of the winners will be invited to the event.
- All invitees may bring one adult guest to the event.
- Winners will also receive a commemorative trophy and a cash prize worth \$10,000 gross (pretax).

# Sample Online Nomination Form

## About the Nominator

Your First Name:  
Your Last Name:  
Your Job Title (as seen on Portal):  
Your 10-Digit Phone Number:  
Your Work Email Address:  
Your Operating Unit (OU):  
(use drop-down menu on online form)

## Sample Format:

*Jane  
Doe  
Advisor  
626-302-0000  
jane.doe@sce.com  
Transmission & Distribution*

## About the Nominee

First Name:  
Last Name:  
Job Title (as seen on Portal):  
Department:  
Work Location:  
Name of Immediate Manager/Supervisor:  
Nominee's Operating Unit (OU):  
(use drop-down menu on online form)

*John  
Doe  
Senior Manager  
Grid Ops  
Ventura Regional Office  
Mary Jones  
Transmission & Distribution*

NOTE: Please make sure the information you provide is in the format noted above. Please use upper/lower case letters and include title information as it is seen on the Portal employee directory.

## Nominee's Job Function

Describe the nominee's job function and how this role supports the Operating Unit or department.  
(Preferably 50-100 words)

NOTE: In your answer, describe the nominee's job responsibilities in a way that someone who doesn't work in your area could easily understand.

### Sample Description:

*John Doe is a material handler at the Distribution Center. His job responsibilities include coordinating and tracking vendor and internal transportation trucks. Additionally, John Doe is the Distribution Center's safety team captain. In this role, John provides direction and support to the location safety team, and identifies and champions safety improvements. John's work is important to SCE because he ensures we have a safe, reliable fleet to serve customers, and he is directly involved in ensuring the safety of his team members.*

## In Your Own Words

As the nominator, please provide a short quote describing the nominee's specific contributions and outstanding achievement. (Preferably 50-100 words)

NOTE: This information may be used in program publicity materials on Portal, our external-facing site and at the awards event.

*Sample Quote:*

*"John Doe quickly became a "go-to" person for the network of investigators across the enterprise. He consistently goes above and beyond in his role as an investigator. He is frequently assigned cases that are sensitive and require a balance of diplomacy and tact as well as firmness. He is often the first person the other investigators call because everyone knows he responds in a timely manner and with professional judgment."*

## Quality 1:

### Serve as a Role Model for Outstanding Performance

Why should this employee be singled out as a companywide model for performance?

(Preferably 300-500 words)

NOTE: In your answer, you should describe how this employee goes above and beyond his/her normal job responsibilities, how this extra effort makes a difference within your area or the company, what impact this individual has had on the business and what the specific, measurable outcome has been.

*Partial Example for Outstanding Performance:*

*John Doe is eager to learn and grow, and he volunteers to manage tasks that exceed the responsibilities of his job description. When John learned that the manager of the Waste-Not program – SCE's employee recycling program – was planning a leave of absence, he asked to be trained to assume the acting manager role.*

*In that capacity, John closed down one storage facility and worked with Corporate Resources to design and construct another. He revised the tracking system the company uses to estimate the amount of waste that is diverted from landfills. And, he made program information on Portal user-friendly so that employees could learn how to dispose of all recyclable waste, not just Waste-Not items.*

*By diverting waste from landfills, the Waste-Not program saved 2,421,271 BTUs in 2018, or the equivalent of eliminating annual emissions from 145,155 households, etc.*



## Quality 2:

### Serve as a Role Model for Living Edison International's Values and Guiding Behaviors

Review Edison International's values and guiding behaviors listed in the Overview document. Please provide a description of why this employee should be recognized as a model for living ALL of our values. (Preferably 300-500 words)

NOTE: In your answer, be specific. Be sure to cite examples and use stories to show how these behaviors led to better performance. In other words, don't just list guiding behaviors – show how the employee lived them. Also, connect the employee's actions to their department's or the company's priorities.

#### *Partial Example for Living the Values:*

*John Doe consistently demonstrates that the company's values are also his own. He is respected by his team for his attention to detail, honesty and unfaltering focus on high-quality, tangible results. In the spirit of Continuous Improvement, John Doe was instrumental in the development of a new system to accelerate the claims process. The system minimizes the number of times a claims representative has to access the file.*

*He always looks for ways to streamline our processes and to incorporate knowledge from lessons learned into new projects. He respects his peers and looks for ways to collaborate to improve project outcomes. He meticulously checks his work and is accountable when any questions come up.*

*The processes and templates he developed for his own use were some of the building blocks of the One Touch Collection Process, a new program that consolidates this work. He trained his colleagues to apply the paperless system. Most recently, he trained his successor who is managing the new system that he pioneered. The new person has demonstrated success in her new role, no doubt in part to John's careful transfer of knowledge, etc.*

# Program Team Roles

## OU Leadership Role:

As an officer, you play an important role in the success of the Edison Award program. Have fun with your program. This is a great opportunity to spotlight people who are making a difference in your organization.

1. Program Team assignments:
  - The Program Directors are responsible for managing the process within your OU and ensuring all program deadlines are met. The Program Directors will oversee the nomination collection process and manage judging to pick your finalists. They will also serve on the Winners Judging Team. Because the Edison Award is a corporate priority and deserves executive attention, we are requesting a Director-level position.
  - Program Managers are responsible for collecting nominations, as well as reviewing, editing and validating the information. They will also prep materials for judging.
  - Program Communicators are responsible for communicating the overall program and nominations schedule with your OU employees. They'll publicize your finalists and winners through localized communications and events.
2. Actively promote the award program to create excitement leading up to the winners' recognition event in September.
3. While OU leaders are not a part of the winners' judging session, you'll participate in your OU's finalist judging session. You will also review the list of final winners.
4. Celebrate the finalists and winners within your organization. Personally recognize your organization's award recipients, highlighting them as examples of our values in action. Personal recognition from leadership is a major component of the program's prestige. Since your nominators' names are confidential, we don't recommend including nominators in smaller celebrations – or you may individually consult with the nominator for their permission prior to inviting them to your smaller celebration. We don't recommend you host all of your nominees for smaller celebrations since nominees have not been vetted.
5. In order to treat all finalists and winners equally, we encourage you to focus on the recognition of them, rather than give them additional financial compensation. Here are a few examples of ways leaders may recognize and celebrate finalists and winners:
  - Place a personal call or hand-written note of congratulations.
  - Use already-planned travel opportunities to stop by and personally congratulate recipients.
  - Recognize recipients in "standing" meetings and talk about why they were chosen.
  - Work with your Communicator to feature recipients in local communications.
6. Attend the Finalist Luncheon in the Employee Lounge on **July 16**. Your presence at these events will demonstrate your commitment to the program itself, but more importantly your commitment to the company's values and culture. Unlike in years past, only the EIX Managing Committee and SVPs of the winners will be attending the Winner Recognition Event in September.

## OU Program Director Role:

1. Work with your OU leadership, Program Manager and Communicator and other members of your team on promoting the overall program, encouraging nominations and managing the finalist judging process for your team.
2. We use a grass-roots nomination process across all business lines, where employees are encouraged to participate in the program to nominate their peers. This approach increases participation among employees.

3. If your OU is large, you may need to use additional personnel, along with your Program Manager, to review your nominations. Entries may require more editing since specific details and anecdotes might not be included. Also, you may need to establish a process to ensure the claims made in the nomination are accurate. Your Program Manager also has a role in this process.
4. Form a selection committee of the Officer, VPs and/or directors from the departments within the OU to select the finalists for your group. We recommend you use former award winners on your judging team since they are not eligible to win again. **Please schedule your June judging sessions now. The finalist judging period will be May 28–June 18. Your finalist(s), plus one to two alternates, are due to Corp Comm by June 19.**
5. Corp Comm will review your finalist nomination forms **June 19-21**. They will send your Program Manager a revised form to prep **June 24-27** for winner judging. The Program Manager will need to obtain a short testimonial from the finalist's manager/supervisor and approval from their director. This should be added to the final finalist nomination form when your team resubmits it for winner judging by **June 28**. If you have more than one finalist, then please include the finalists' ranking number.
6. Once your finalists are chosen, you will then serve on the Winners Judging Team with a small group of former Edison Award winners – including at least one union member — to pick up to 20 winners. You'll be required to read and judge the 50 finalists **July 8-15** to pick the winners. Your list of 20 winners will be due to Corp Comm on **July 15 by 1 p.m.** The Winner Judging Session will be **July 18**.
7. Attend the Finalist Luncheon in the Employee Lounge on **July 16**.

#### OU Program Manager Role:

1. Work with your Program Director and Communicator to promote the program.
2. Completed nomination forms will be routed to you through email. These forms should be filed, saved and converted to Word documents for editing.
3. Once the form is submitted, the nominator will receive an automatic email reply indicating the form has been received. The nominee will NOT receive a copy of the nomination form, nor will they know who nominated them. We leave this up to the individual nominator if they'd like to notify the person directly.
4. Once you collect the nominations, you should review, edit and validate the information included in the forms. Check to make sure the nominee is labeled with the correct OU or if the form needs to be rerouted to the correct OU Program Team. Review the eligibility rules – are they a former Edison/Chairman's Award winner (ineligible); is the work highlighted from 2017-2019; etc.
5. We encourage you to review/assess the nominations as they come in. Also, check the quantity of nominations. If the numbers are low, then you may need to work with your Communicator to increase publicity to your OU.
6. Identify those entries that may need expanding and contact the nominator for writing support to enhance possible information gaps. Compare the entry to the judging guidelines to see where information is missing or could be strengthened. Go back to the nominator or the nominee's supervisor to ask further questions to enhance the information. Edit the form accordingly and review it with the nominator to ensure it maintains the original intent. Conduct a final review with the nominee's supervisor to ensure factual accuracy and that no confidential information is being shared.
7. Prep materials for finalist judging.
8. Select finalists and one to two alternates. Rank your finalists and submit their forms to Corp Comm by **June 19**.
9. Corp Comm will review your finalist nomination forms **June 19-21**. They will send you a revised form for you to prep **June 24-27** for winner judging. You will need to obtain a short testimonial from the

finalist's manager/supervisor and approval from their director. This should be added to the final finalist nomination form when you resubmit it for winner judging by **June 28**. If you have more than one finalist, then please include the finalists' ranking number.

10. Attend the Finalist Luncheon in the Employee Lounge on **July 16**.

#### **OU Communicator Role:**

1. Work with your OU Leadership, Program Director and Program Manager on the communication needs for your team.
2. Plan to communicate the overall program and nominations schedule with your OU employees, targeting the main deadlines noted on the schedule – the beginning, middle and end of the nomination window.
3. Publicize your finalists and winners through localized communications and events.
4. Once the finalists and winners are announced, you may be asked to assist the awards event team with writing/editing your winners' information.
5. Attend the Finalist Luncheon in the Employee Lounge on **July 16**.

## OU Program Teams

### **Edison International (includes Audits/ERM)**

David Heller – Program OU Leader  
Joanne Tran – Program Director  
Gina Ung – Program Manager/Communicator

### **Edison Energy**

Jay Zoellner – Program OU Leader  
Julia Peter – Program Director  
Jennifer Tokunaga – Program Manager/Communicator

### **SCE – Corporate Communications**

Doug McFarlan – Program OU Leader  
Gloria Quinn – Program Director  
Holly Fazio – Program Manager/Communicator

### **SCE – Customer Service (includes ECS)**

Kevin Walker – Program OU Leader  
Jeanne Boyce – Program Director  
Jessica Lim – Program Manager  
Sean Strauss – Program Communicator

### **SCE – Energy Procurement & Management**

Colin Cushnie – Program OU Leader  
Salil Pradhan – Program Director  
Larry Ting – Program Manager/Communicator

### **SCE – Ethics & Compliance**

Mike Montoya – Program OU Leader  
JP Shotwell – Program Director  
Nam Le – Program Manager/Communicator

### **SCE – Finance**

Tres Petmecky – Program OU Leader  
Jeff Duran – Program Director  
Jennifer Do – Program Manager/Communicator

### **SCE – Generation**

Jim Buerkle – Program OU Leader  
Jim Buerkle – Program Director  
Stephanie Fincher – Program Manager/Communicator

### **SCE – Government Affairs**

Chris Thompson – Program OU Leader  
Tammy Tumbling – Program Director  
Kim Scherer – Program Manager/Communicator

### **SCE – Human Resources**

Jacqueline Trapp – Program OU Leader  
Julia Peter – Program Director  
Florence Leigh – Program Manager/Communicator

### **SCE – Information Technology**

Todd Inlander – Program OU Leader  
Carlos Carazo – Program Director  
Nora Contreras – Program Manager  
Rutely Conde – Program Communicator

### **SCE – Legal**

Russ Swartz – Program OU Leader  
Rebecca Furman – Program Director  
Janice Long – Program Manager/Communicator

### **SCE – Operational Services (includes EMS)**

Kevin Walker – Program OU Leader  
Don Neal – Program Director  
Jim Ouyeung – Program Manager/Communicator

### **SCE – Regulatory Affairs**

Ron Nichols – Program OU Leader  
Doug Snow – Program Director  
Nora Lui – Program Manager/Communicator

### **SCE – Safety, Security & Business Resiliency**

Andrew Martinez – Program OU Leader  
Dean Yarbrough – Program Director  
Rosemary Perez – Program Manager/Communicator

### **SCE – SONGS**

Doug Bauder – Program OU Leader  
Liese Mosher – Program Director  
Marina Farmer – Program Manager/Communicator

### **SCE – Strategy, Planning & Operational Performance**

Steve Powell – Program OU Leader  
Russ Ragsdale – Program Director  
Sean Hernandez – Program Manager/Communicator

### **SCE – Transmission & Distribution**

Phil Herrington – Program OU Leader  
Jill Horswell – Program Director  
Adrian Flores – Program Manager  
Natalie Tuboly – Program Communicator

## Finalist Judging

All OUs will choose a maximum number of finalists that is proportionate to their OU employee population base. There will be up to 50 finalists. Finalists will be vetted with Human Resources, Ethics and Security for evaluation prior to their submission to the Winners Judging Team.

## Number of Finalists per Operating Unit

OU Team	# of Finalists
Edison International (includes Audits/ERM)	1
Edison Energy	1
SCE-Corporate Communications	1
SCE-Customer Service (includes ECS)	8
SCE-Energy Procurement & Management	1
SCE-Ethics & Compliance	1
SCE-Finance	2
SCE-Generation	2
SCE-Government Affairs	1
SCE-Human Resources	2
SCE-Information Technology	5
SCE-Legal	2
SCE-Operational Services (includes EMS)	5
SCE-Regulatory Affairs	1
SCE-Safety, Security & Business Resiliency	2
SCE-SONGS	2
SCE-Strategy, Planning & Operational Performance	1
SCE-Transmission & Distribution	12

Finalists: 50

## Finalist Judging

Based on best practices from previous years, we recommend OUs use the following process when managing their judging and picking finalists:

- Plan ahead and allow enough time to complete the OU finalists judging process.
- Program Directors should form a selection committee of the Officer, VPs and/or directors from the departments within the OU to select the finalists for your group. We recommend you use former award winners on your judging team since they are not eligible to win again. **Please schedule your June judging sessions now. The finalist judging period will be May 28–June 18. Your finalist(s), plus one to two alternates, are due to Corp Comm by June 19.**
- Members of the Finalist Judging Team should review the award criteria and judging guidelines before reading any of their OU nominations. This will ensure that the judging team has a clear understanding of the qualities that will distinguish the best entries.
- Depending on the number of entries received from the nomination process, judges may want to set aside time on their calendars for the review process.
- While reviewing the nominations, consider highlighting or underlining specific examples or anecdotes that illustrate the award criteria of outstanding performance and living the values and guiding behaviors.
- Consider diversity and representation across different job levels and categories (both represented and non-represented, field and frontline) in your selection. Our goal is to have strong participation that represents the full breadth of our employee base.

**Prior to the first finalist judging meeting, each team member should:**

**Step 1: Make a quick cut.** Identify a select number of entries that stand out as excellent, companywide models. Look for entries that are compelling, demonstrate actions above employees' regular job responsibilities and provide specific stories you would want to retell to your employees.

	Outstanding Performance	Living the Values
Generic	"John is the 'go-to' person for our group. People always count on him to take on tough assignments. He is looked up to by his peers. His actions make him a great role model for the team."	"Susan embodies our value of continuous improvement by ensuring others have the information and context to succeed."
Stand-Out	"When one of our colleagues went on FMLA leave, John volunteered to take on her workload in addition to his own. He regularly met with her team to ensure project milestones were met and provided seamless service to our internal clients. As a result of his personal initiative, the project remained on time, on budget despite this unplanned event. His actions have inspired others to adopt a similar debrief process."	"Susan inherited a team where the former leader did not share information, which resulted in poor team performance and a lot of rework. As soon as Susan took the helm, she instituted weekly team meetings to share information. Through these meetings, the team identified a reporting error that, gone unnoticed, would have put the company at risk with SOX compliance."

**Step 2: Narrow the field.** Prioritize your standout entries. Look for specific, observable behaviors that support each criterion. Entries should provide anecdotes and examples other employees can learn from. To help organize the process, you may want to use the table on the following page.

**Step 3: Finalize your choices.** Choose your top finalists. Take notes on why you feel these entries best exemplify the spirit and purpose of the award. Bring your judging form and come prepared to discuss your top choices at the Finalist Judging Meeting.

**Step 4: Attend the Finalist Judging Meeting.** Attendees should discuss their top choices. At that point the team will determine if any obvious finalists emerge and identify other contenders. Discuss the strengths and merits of the top entries to reach a decision on the finalists for your area. If clear finalists do not emerge through a unanimous decision, the team can determine award recipients through a majority vote. Consider diversity and representation across different job levels. One to two alternates should also be chosen in case there are vetting issues. Panel members should NOT discuss the selection with anyone until after the finalists are announced companywide on **June 28**.

**Step 5: Submit Finalists.** Once the finalists are chosen, the Program Director will submit their OU finalists and alternates, along with ranking, to Corporate Communications by **June 19**.

**Step 6: Prep for Winner Judging/Obtain Manager Testimonial.** Corp Comm will review your finalist nomination forms **June 19-21**. They will send you a revised form for you to prep for winner judging **June 24-27**. The Program Manager will need to obtain a short testimonial from the finalist's manager/supervisor and approval from their director. This should be added to the final finalist nomination form when you resubmit it for winner judging by **June 28**.

The 50 finalists will be vetted through Human Resources, Ethics and Security before they're submitted to the Winners Judging Team.

## Winner Judging

The Winners Judging Team will consist of the 18 OU Edison Award Program Directors plus a small group of former Edison Award winners – including at least one union member chosen by the Program Planning Team. The team will not include OU leadership.

From **July 8-15**, the Team directors will evaluate the 50 finalists by using the general judging procedures outlined in this packet. Your list of 20 winners will be due to Corp Comm on **July 15 by 1 p.m.** The Winner Judging Session will take place on **July 18**.

The Team will choose up to 20 Edison Award winners who will be reviewed and confirmed by the OU leadership prior to their announcement. There will not be a fixed number of winners per OU, which allows latitude to recognize our best employees regardless of OU affiliation. Panel members should NOT discuss the selection with anyone until after the winners are notified/announced companywide on **Aug. 20** (date subject to change).



## Finalist/Winner Judging Form

List the “standout” nominees as your vote to be a Finalist. Enter the nominees based on those entries that address both sets of qualities and the strength of the supporting examples.

	Finalist's Name	Notes
1.		
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18.		
19.		
20.		
<b>Alternates</b>		<b>Notes</b>
Alt 1		
Alt 2		

## Recognition

Finalists will be announced **June 28**. Finalist will receive a certificate and attend a special luncheon in the Employee Lounge on **July 16**.

Winners will be notified **Aug. 19** and announced companywide on **Aug. 20** (dates subject to change).

The Winner Recognition Event will take place **Sept. 27-29** at a resort hotel that will include a formal dinner on **Sept. 28** and one complimentary hotel room for a two-night stay at the hotel for winners. All winners and the EIX Managing Committee and SVP officers of the winners will be invited. All invitees may bring one adult guest to the event.

Winners will also receive a commemorative trophy and a cash prize worth \$10,000 gross (pretax).