

**University of Wisconsin-Milwaukee
University Staff Awards Committee
2018-2019 UNIVERSITY STAFF OUTSTANDING PERFORMANCE &
SERVICE AWARD**

OVERVIEW

The University Staff Awards Committee invites nominations for **2019 University Staff Outstanding Performance Awards**. Four recipients are nominated from the pool of applicants that are submitted to the US Awards Committee. The nominees are forwarded to the Secretary of the University's office along with supporting documentation. The Secretary of the University's office forwards nominees to the Chancellor's office for final selection. The awards will be selected and presented by the Chancellor at the Fall Awards Ceremony.

EVALUATION

Each nomination will be evaluated on the basis of a nomination letter plus any additional documentation provided. Please follow the numerical format listed below and address each criterion under separate headings ranked on a level of 1-5 (Five being the highest).

1. A detailed description of the nominee's extraordinary workload, project(s) or assignment(s) outside of the normal or expected work performance area, and/or his/her additional responsibilities on temporary duty assignment(s), at the same or a higher level.
2. In reference to No. 1 when and for what length of time did the nominee's outstanding contributions occur (being as specific as possible).
3. A description of how the duties go above and beyond what is specified in the employee's position description (being as specific as possible).
4. A detailed description on how the nominee's outstanding contributions affected and/or benefited his or her respective department, school/college/division, program or the university. Some possible areas to consider are, but are not limited to diversity, significant improvement in efficiency or effectiveness, cost savings, conservation of energy resources, program support, promotion of campus safety, student/staff support programs and contribution to green initiatives.
5. A description of any additional training completed by the nominee beyond his or her job requirements and assignments, which had a direct and immediate benefit on the nominee's contributions.

CRITERIA

- 1) Nominees should be members of the University Staff. University Staff are defined as both personnel that are nonexempt from the overtime provisions of the Fair Labor Standards Act (FLSA) or that are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) (Those that hold positions that are administrative, professional, and computer-related in nature). These positions contribute a broad array of support to the university's mission.

- 2) Nominees also should have completed a minimum of two years of service to UWM in a 50% or greater appointment in any combination of the appointments listed in #1 above by January 1, 2019;
- 3) Not have received a University Staff Award in the prior three years;
- 4) Neither nominees, nor members of their immediate family, may be serving a current term as a member of the University Staff Awards Committee.

NOMINATION PROCEDURE

Nominations may be submitted by any UWM employee or currently enrolled UWM student. The Nominator must complete the University Staff Outstanding Performance Award Nomination Form and submit to the University Staff Awards Committee; In April the University Staff Awards Committee meets and reviews candidates along with the documentation submitted. Each submission is kept confidential and is ranked using the answers given in the nomination materials. The University Staff Awards Committee submits final recommendation to Secretary of the University's office along with any supporting documentation needed to forward to the Chancellor's office for final selection. The Chancellor presents the awards at the Fall Awards Ceremony.