



# Make a Difference Awards

## ELIGIBILITY

Staff Compensation System, AFSCME, MSEA and POA employees

## NUMBER OF AWARDS

Up to 15 awards in each of two semiannual competitions with fall nominations due October 31 and spring nominations due February 28. From the pool of semiannual awardees, four annual awards will be selected in June. Additional information supporting annual award candidates due May 31.

## NATURE OF AWARDS

Semiannual, \$300 (before taxes) and certificate  
Annual, \$1,200 (before taxes) and plaque

## PUBLICITY OF AWARD PROGRAM

Website, Western News, poster, email

## ORIGIN OF NOMINATIONS

Entire University community including staff, faculty and students

## CRITERIA

Candidates shall meet all job expectations and demonstrate dedication to outstanding service. The following examples, while not all inclusive, can be used as a guide:

- projecting a positive attitude
- promoting a positive image of the University
- providing outstanding customer service
- finding innovative solutions to problems
- volunteering to serve on University committees
- finding ways to cut costs, eliminate waste and save time and/or money
- other examples of service over and above normal job responsibilities.

## NOMINATION FORM

Email, letters, or form with continuous year round availability at [wmich.edu/makeadifference](http://wmich.edu/makeadifference) which also lists prior awardees.

## ADMINISTRATION/SELECTION

Human Resources to collect forms, organize to preserve anonymity and disseminate to selection committee members.

## SELECTION COMMITTEE

Two representatives each from Staff Compensation System (exempt), Staff Compensation System (nonexempt) and AFSCME; one representative each from MSEA and POA; and one non-voting member at large. Committee to elect a chair and secretary. Facilitated by HR.

## AWARD NOTIFICATION

Committee members call awardees and notify group presidents. HR prepares award payments, letters and certificates. Copies of award letters go to supervisors and employee files.

## PUBLIC RECOGNITION

Two semiannual University-wide receptions, annual awardees honored at WMU Academic Convocation and pictures displayed in Seibert Administration Building, Western News and WMU News.

## REPEAT AWARD WINNERS

Eligible for award more than once but limited to one award every five academic years.