

# Western Illinois University | Civil Service Employees Council

## Civil Service Employee of the Month

Each month the Civil Service Employees Council, with the support of the President of WIU, will recognize one civil service employee for **outstanding service** to her/his area, department, or the University by awarding the "Civil Service Employee of the Month Award." This award is designed to recognize performance **above and beyond** the employee's existing duties at Western Illinois University based on the criteria found on page 2.

Nominations can be made by supervisors, colleagues, faculty, students, staff, or community members. **An employee can have more than one nominator.** Eligible employees must be status employees of WIU and meet the criteria listed on page 2. Employees are only eligible for the Employee of the Month award once since January 2002. If the employee received the award before January 2002, they are eligible to win once again. A change in position does not allow them to be eligible again unless they originally won the award before 2002.

Nominations are kept in the current nomination folder for 6 months after submission. After the 6-month period expires and the employee has not received the award, the nominator must submit a new nomination form for that employee in order for them to be eligible for the award again.

Recipients of the Civil Service Employee of the Month Award receive:

- \$100 stipend
- Framed recognition certificate
- Reserved parking space for one month
- Recognition in the Campus Connection as well as notice to the employee's local newspaper
- Name and picture on display in the Human Resources office.

**Nominations must be received by the 1st of the month to be considered for the following month.**

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To nominate an employee, complete pages 1 **and** 2 and submit to:

Laura Caldwell  
Document and Publication Services (DPS)

Nominee: \_\_\_\_\_ Phone: \_\_\_\_\_

Department: \_\_\_\_\_

Nominator: \_\_\_\_\_ Phone: \_\_\_\_\_

Department: \_\_\_\_\_

***Continued on page 2***

***CSEC use only:***

Date Received: \_\_\_\_\_ No.: \_\_\_\_\_

