**Outstanding Work Performance Award**

**Name of Nominee**

**Department/Unit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Classification**

The **OUTSTANDING WORK PERFORMANCE AWARD** recognizes performance far beyond what is normally expected of an employee. It includes taking on additional responsibilities or increased workload, accepting and completing special projects that are not part of the employee’s normal work duties, developing or modifying procedures or exhibiting behavior that enhances the employee’s workplace. The result is improved effectiveness and efficiency of service offered by the work unit or the university. Consideration should be for work performed for the past calendar year (i.e., January-December).

Describe this nominee’s extra duties in the past year. *(Use back or attach additional sheet if needed.)*

Describe the personality trait to be commended. *(Use back or attach additional sheet if needed.)*

Explain the improved effectiveness and/or efficiency of service by the unit or university.

Nominated by: Date

 (Signature)

Print your name: Phone

**Submit nomination form electronically to: Cindy Marczak at** **cmarczak@uwsp.edu** **or via DocuSign.**