

Human Resources **Announcement**

For Bloomington Employees, Managers, and Department Heads

REMINDER

2009 Staff Merit Awards

Nominations are now being accepted for 2009 Staff Merit Awards!

Two monetary awards will be presented to Staff employees in each of three categories:

1. Service Staff – Service Staff categories (SM/TE)
2. Support Staff – Support Staff/Nurses/Nursing Assistants (SS/NU/NA)
3. Professional Staff – (PA) levels 4 and below, and General Supervisors (GS)

Full time Staff employees working at Bloomington with **at least three (3) years of continuous IU service** are eligible. Nominations may be made by anyone. A committee of Faculty and Staff will choose the recipients from nominees submitted by colleagues and supervisors. The finalists will be interviewed by the committee.

Award Criteria:

1. Demonstration of a positive attitude toward position and the University
2. Exemplary job performance
3. Good attendance record (Persons who have had a serious medical condition or have been on approved FMLA will not be penalized.)
4. Demonstrated special effort toward improving Indiana University for the benefit of students, faculty, staff, alumni, and other University associates

The deadline for nominating employees for the Staff Merit Awards is **Wednesday September 30, 2009**. Forms may be obtained by contacting University Human Resource Services at 855-2199 or printed from:

<http://www.indiana.edu/~uhrs/pubs/forms/bloomington/nomination.pdf>

University Human Resource Services
September 15, 2009