

**CIVIL SERVICE  
BARGAINING UNIT STAFF**

**AWARD**

**GUIDELINES**

Women's Center | Office for Equity and Diversity  
Office of the Vice President of Human Resources

The Civil Service/Bargaining Unit (CSBU) Staff Award annually recognizes members of the Twin Cities campus CSBU staff who have made outstanding contributions to improve the work environment for CSBU employees. This award is not intended to reward excellent daily performance or take the place of outstanding service awards. Achievements must reach beyond the scope of the nominee's job description. Twin Cities CSBU employees holding at least 75% time appointments are eligible.

RECOGNITION: \$1,000 award given through the employee payroll process.

CRITERIA: Nominees will be evaluated on the basis of nomination materials documenting their outstanding achievements and contributions to the University community. These materials must provide specific examples of how the individual has helped affect the University work environment in positive and sustainable ways.

Nominations can be submitted by any member or organization of the University community, and self-nominations are also welcome. Nominations must include the following items:

- One letter of nomination
- Two letters of support
- Current resumé

SUBMIT TO  
CSBU Initiative - Women's Center  
126 Klaeber Court, 320 16th Ave SE  
Delivery Code 3013  
Mpls. MN 55455  
Fax: 612.624.9028  
Email: [women@umn.edu](mailto:women@umn.edu)

QUESTIONS  
612.625.9837  
612.625.2385  
[women@umn.edu](mailto:women@umn.edu)  
[www.umn.edu/women](http://www.umn.edu/women)

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The Women's Center CSBU Initiative and the Office of the Vice President of Human Resources make this award possible. Form and application materials are available in alternative formats upon request, please contact the Women's Center at 612-625-9837 or [women@umn.edu](mailto:women@umn.edu). The University of Minnesota is an equal opportunity educator and employer.