

## **2009 Work-Life Supervisor of the Year Award**

The Work-Life Supervisor of the Year Award is given to one supervisor each year who is highly regarded by his or her employees for consistently supporting the work/life needs of employees.

### **Nomination Process**

1. Faculty and staff may nominate their supervisors. To be eligible, your supervisor needs a minimum of three years of supervisory experience and must have participated in supervisory training.
2. Along with the completed nomination form, include a one to two page description of why your supervisor should win the award. Your description should be supported with examples of how your supervisor:
  - Enhances the quality of Work-Life in ways that make a significant difference
  - Is fair and consistent
  - Communicates goals and expectations clearly and holds staff accountable
  - Understands and supports Work-Life balance
  - Allows flexible schedules
  - Treats all with dignity and respect
  - Empowers everyone
  - Is accountable for managing resources for the greatest support of institutional goals
3. Include the names, phone numbers and e-mail addresses of four other employees in your department who would be willing to validate your information.
4. Include a copy of your department's organizational chart or a description of the supervisor's direct or indirect contact with various levels of personnel.
5. Submit a nomination form by September 11 to the Work Life Office, 106 Scovell Hall or to Melanie Hagen at [Melanie.Hagan@uky.edu](mailto:Melanie.Hagan@uky.edu)
6. All nominees will be recognized at the Work-Life Supervisor of the Year Award Luncheon on October 28. Award winners will receive a plaque and will be profiled on the Work-Life web site.
7. For more information, contact the Work-Life Office at 257-8763 or 257-1003.