



February 5, 2014

Colleagues,

I'm sending you this note to encourage you to nominate an outstanding member of the University of Wisconsin-Madison's classified staff for the Classified Employee Recognition Awards (CERA).

I strongly believe that exceptional performance should be acknowledged and rewarded. The CERA program is an excellent way to honor employees who make valuable contributions to the operations of the university, and through their work ethic, ingenuity and positive attitude have enhanced campus life for students, faculty and staff.

All permanent classified employees who have been at UW-Madison for at least three years are eligible for the award. Nominees are evaluated based on a variety of factors, including success at promoting excellence within the work unit, performing well under pressure, developing innovative solutions to everyday problems and participating in public service activities outside normal work responsibilities.

The CERA committee will select five award winners. CERA recipients receive a commemorative plaque, paid registration to an employee development program of their choice, and a cash award. These honorees will also be highlighted in the campus' electronic employee newsletter, Inside UW-Madison, and will be recognized for their achievements at a special spring ceremony.

Further nomination information may be obtained through the [CERA website](#). The deadline for submitting nominations is March 14, so please don't delay.

Darrell Bazzell
Vice Chancellor for Finance and Administration