

STATE COUNCIL ON AFFIRMATIVE ACTION

2019 Lifetime of Service Award

I. Introduction

The State Council on Affirmative Action (SCAA) announces a new award category in commemoration of the 20th Annual Diversity Award program for 2019. The **Lifetime of Service Award** recognizes long-term state employees, employed by state agencies, Wisconsin Technical Colleges and University of Wisconsin system campuses who have demonstrated leadership and an enduring commitment to fostering a diverse, inclusive and healthy work environment over the span of their career. This award recognizes individuals who have engaged in purposeful efforts to recruit, retain and promote a diverse workforce throughout their career in state service.

The Council established the Diversity Award program in 2000 to recognize the achievements of outstanding Equal Employment Opportunity (EEO) and Affirmative Action (AA) practices among State Agencies, Wisconsin Technical Colleges and University of Wisconsin system campuses. Pursuant to Wisconsin Statute, chapter 230.46, the Council advises the Division of Personnel Management's Administrator on the progress of affirmative action programs throughout the Wisconsin civil service system. The Council also seeks compliance with state and federal regulations and recommends improvements in the state's affirmative action efforts as an employer.

II. Eligibility

Permanent, classified or unclassified employees with at least 15 years of state service (including university and technical college service) are welcome to apply. Nominations can also be submitted by team members, employees supervised by the nominee, or by the nominee's supervisor. Nominations submitted by nominee's subordinate employees or team members must be accompanied by a letter from the nominee's supervisor endorsing the nomination. The nominee's supervisor submits the nomination to the State Council on Affirmative Action and courtesy copies the division and/or agency head.

III. Application and Selection Criteria

The Council will accept nominations for the 2019 diversity award until **Friday, September 13, 2019**.

In the selection process, the Council will review the nominations submitted by agency and university personnel. The nomination submitted to the Council for consideration must include:

1. A letter from nominee's supervisor with optional supporting statements from the nominee's team and/or subordinate employees to the State Council on Affirmative Action. The letter should introduce the nominee, the nominee's position and work history with the state, and provide a description of the initiatives, programs, or practices the nominee has developed or assisted in developing, or played a major participating role in, to help foster a healthy, inclusive, and diverse work environment. The letter and accompanying statements should be no more than three to five (3-5) double-spaced, typed pages. Pages in excess of five (5) pages will not be considered.
2. The letter(s) should describe the nominee's involvement in inclusivity, diversity, and wellness initiatives at work and within their community, but should focus primarily on the workplace. The nominee's efforts should span through the duration of their career with the state, for at least 15 years. Supporting statements from subordinates or coworkers can provide personal testimonials to how the nominee's actions led them to feel included and supported in the workplace. Supervisory statements can provide information of how the nominee's actions have had a positive impact on productivity and employee engagement.
3. Submissions will be evaluated based on information that describes the nominee's individual efforts and achievements, which addresses the following:
 - Strong commitment to inclusiveness through any of the following: recruitment of diverse candidates; retention and/or promotion of a diverse workforce; creation of or participation in programs, initiatives, and practices aimed at increasing diversity and/or promoting employee wellness.
 - Innovative recruitment, retention, and/or engagement efforts/initiatives that may include multi-cultural components implemented to attract and provide access for a broader base of women, veterans, persons with disabilities, and racial and ethnic minority applicants.
 - Dedication to promoting employee wellness and a healthy (emotionally and/or physically) workplace.
 - Facilitation of training opportunities which may lead to upward mobility for racial and ethnic minorities, women, veterans and persons with disabilities in leadership positions.

Please email applications to: Nicole Guardiola at nicoler.guardiola@wisconsin.gov with the subject line: "**Diversity Awards**" or **applications can be faxed to** (608) 267-1020.

I. Judges

The members of the State Council on Affirmative Action, representing diverse communities across the state, will review all nominations and rate them according to the selection criteria.

II. Award Presentation

The secretaries/chancellors of the selected agencies/universities, the individual receiving recognition for their outstanding service and their supervisor will be notified of the awards no

later than September 27, 2019. Awards will be presented on Thursday, October 24, 2019 at the Senate Parlor, State Capitol in Madison.

III. Contact Information

For additional information about the Diversity Award program e-mail:
nicoler.guardiola@wisconsin.gov