Members of the MSU community are invited to nominate a supervisor/administrator who consistently supports the WORK/LIFE (professional/personal) needs of their employees/staff through positive leadership and managerial practices. If the following characteristics fit YOUR supervisor, please complete the nomination form available on the WorkLife Office website: [http://worklife.msu.edu](http://worklife.msu.edu).

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**Does your supervisor…?**

- Understand work/life balance
- Allow flexible schedules
- Treat everyone with dignity, respect and integrity
- Promote teamwork, while supporting individuals’ well-being
- Humanize the work environment and treat employees as people first
- Have a positive leadership style which empowers others

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**Is your supervisor…?**

- Familiar with University work/life policies and procedures
- Sensitive to individual needs
- Familiar with the MSU WorkLife Office’s services and other campus support programs

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All staff, faculty and students may nominate their supervisors who have been in their position for more than two years.

The nomination package must include the nomination form, nomination letter, plus 2 to 4 letters of support. Nomination packages must be submitted electronically by **Friday, June 29, 2018** via the WorkLife Office website. See the website for instructions and the nomination form ([http://worklife.msu.edu](http://worklife.msu.edu)).

Nominators will be notified in late September if their supervisor has been selected. Celebrations will occur around National Bosses Day, October 16. Remember, the process is more fun for everyone if you **KEEP IT A SECRET**!
START GATHERING YOUR INFO NOW, SUBMISSIONS DUE JUNE 29, 2018!

Checklist to Nominate Your Supervisor/Administrator

- Online Nomination form completed
  - Nomination letter (1 page limit)
- Two to four letters of support (1 page limit each)
- Two references (Names, email addresses, and phone numbers)
- Organizational chart or illustration of supervisor’s direct reports

Sample quotes from previous nomination letters…

“He is exceedingly fair, empathetic, innovative, and exemplifies how work/life balance is meant to be. He cares about his staff and promotes their work and personal lives to their benefit, yet ensures smooth operation of the workplace.”

“She truly has an understanding about work/life balance and offers flexible schedules to accommodate our busy personal/family lives.”

“We don’t lose sleep at night worrying about work when our attention should be focused on our family. She readily communicates, ‘Don’t worry about work; take care of you and your family.’”

Questions? Contact the MSU WorkLife Office
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(517) 353-1635
Email: worklife@msu.edu