

**MCAE Working Conditions Committee**

**Award Nomination form for:**

*Improving Working Conditions*

**CRITERIA**

Because education programs operate within widely varying budgets and contexts, this award is based on improvement, not on a comparison of conditions across programs. The nominated program must have demonstrated, through its policies and procedures, improvement in working conditions in one or more of the following areas (see attached Standards for Quality Working Conditions for guidance):

- Functional work environment
- Compensation and benefits
- Job description and hours
- Program support and decision-making
- Opportunities for growth

**NOMINEE INFORMATION**

Program type (circle one):

LEA \_\_\_\_\_ Community College \_\_\_\_\_ CBO \_\_\_\_\_ Corrections \_\_\_\_\_ Other: \_\_\_\_\_  
(please specify)

Primary services (circle one): ABE GED ESOL Other: \_\_\_\_\_  
(please specify)

Program name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
(Work – Area code & Number)

Administrator: \_\_\_\_\_  
(Person to contact)

Address: \_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City) (State) (Zip)

**Only teachers, counselors, and/or support staff can make nominations. Nominations must be seconded by another teacher, counselor or staff person within the program.**

Brief description of program's qualifications (*not to exceed 200 words*): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (use back or add sheet)

Nominated by: \_\_\_\_\_ \*Phone: \_\_\_\_\_  
Please print Area Code & Number

*\*Someone from the Awards Committee may call for additional information.*

**The winner will receive a free 1-year subscription to *The Change Agent*, an adult education newspaper for social justice.**

**Return to MCAE office: 6 Beacon Street, Suite 415, Boston, MA 02108 or email**

**KTamarkin@mcae.net**

**DEADLINE: October 2, 2007**