



Support Employee of the Year Guidelines

Nomination

Employees can be nominated by anyone in the district. Nominations are made by submitting a completed nomination form to the Human Resources Director.

Eligibility

All employees are eligible for Employee of the Year, except those that have been selected within the last ten (10) years.

Categories

A Support Employee of the Year will be selected from each one of the following groups:

- a. Teacher Assistant/Building Aide
- b. Clerical (Elementary, Middle, High School, and Administration/All other areas)
- c. Custodial
- d. Food Service
- e. Maintenance
- f. Nurse
- g. Transportation
- h. Social Worker
- i. Security
- j. Professional (Technical/Professional, Administrators, etc)

Process

1. Complete the nomination form.
2. Submit the form to the human resources department to ensure that your candidate is considered. (Please note: It is not necessary for your supervisor to review or agree with your nomination.)
3. Support staff employees of the year will be selected by the committee (which consists of support staff of the year employees from the year prior) and announced during the employee of the year celebration in February.

