



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.



NOMINATION FORM

Support Employee of the Year

Name of Nominee: _____ Years of Service: _____

Location/Department: _____ Position: _____

Under which category is the employee being nominated (please select one only):			
<input type="checkbox"/> Clerical	<input type="checkbox"/> Custodial	<input type="checkbox"/> Food Service	<input type="checkbox"/> Maintenance
<input type="checkbox"/> Nurse	<input type="checkbox"/> Professional	<input type="checkbox"/> Security	<input type="checkbox"/> Social Worker
<input type="checkbox"/> Teacher Assistant/Building Aide	<input type="checkbox"/> Transportation		

Please indicate why this employee should be recognized as Support Staff Employee of the Year in the above selected category (you may submit additional pages, if necessary):

Nominations are welcome from any District employee for **any** employee in the district. Submit this form no later than November 22, 2019 to Dr. Evelyn Woods in Human Resources.

This nomination is being submitted by:

Name	Job Title/Location	Date
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