

SOUTH WHITTIER SCHOOL DISTRICT

Administrative Services Division

MEMORANDUM

DATE: April 10, 2017

TO: TO ALL SCHOOL SECRETARIES, DISTRICT RECEPTIONIST, AND PRINCIPALS

FROM: Cecilia Laidemitt, Associate Superintendent
Administrative Services & Personnel Management

RE: DEADLINE – April 28, 2017
Memorandum and Nomination Forms for
Classified Employee of the Year 2017-2018

CC: District Administrators and Supervisory Personnel

Please **POST** a copy of the memorandum and the nomination forms for the Classified Employee of The Year Program in locations where **ALL** employees can view it. I will send a few copies of nomination forms in today's mail. Please make more copies as needed. The form will also be posted on the district web site. Please provide a copy for the school principal and all administrators and work supervisors at the site.

PLEASE POST

South Whittier School Whittier Administrative Services Division

MEMORANDUM

DATE: April 10, 2017

TO: ALL EMPLOYEES

FROM: Cecilia Laidemitt, Associate Superintendent
Administrative Services & Personnel Management

RE: 2017-2018 South Whittier Classified Employee of the Year

The South Whittier School District wants to commence an annual program in order to select a South Whittier Classified Employee of the Year. This year we have an opportunity to select a Classified Employee of the Year for the 2017-2018 school year.

The nominee for this honor is expected to be a skillful and dedicated classified employee. Because our business is the education of our children, the candidate should have the respect and admiration of students, parents and co-workers. The nominee will exemplify dedication and support for the welfare of the District and the educational process in whatever capacity his/her position allows. It is further expected that the individual play a role in the community as well as in the school / district.

In order to nominate an individual, he/she should approve of the pending nomination and must be asked to provide his/her signature approving the nomination.

Nominations for South Whittier Classified Employee of the Year are now open. Every district employee is eligible to make a nomination. To do so, submit the attached nomination form with your rationale for the nomination clearly stated. Include in your statement, specific examples of the employee's attributes in the areas of dedication to students, personal accomplishments and growth, professional skills related to the job classification, community involvement, professional development, and any other significant factors.

All nominations must be submitted to the personnel office **no later than 4:30 p.m. on April 28, 2017** on the application form provided. For your convenience the application is available on the district website under "Staff Resources". Applications should be typed if at all possible. **PLEASE do not change the format of the application.** A local committee will make the final selection with community and districtwide representation.

Again, before submitting a nomination form for someone, he/she must provide a signature to indicate he/she is willing to accept the nomination.

2017-2018 South Whittier School District Classified Employee of the Year Program

Eligibility Criteria

In order to nominate an employee, he/she must meet the following criteria:

- Be a rank and file employee, not in a management or supervisory role;
- Minimum of five years of service in the South Whittier School District;
- Be a positive role model in their job classification for colleagues, students, and the community.

Selection Criteria

The district selection committee will evaluate applicants for the South Whittier School District Classified Employee of the Year Program.

The selection committee will examine in an impartial and fair manner the nomination applications in the selection process to consider who might best deserve to be selected for the 2017-2018 school year.

SOUTH WHITTER SCHOOL DISTRICT

Administrative Services

PLEASE TYPE OR USE BLACK INK FOR NOMINATION FORM

SOUTH WHITTIER SCHOOL DISTRICT CLASSIFIED EMPLOYEE OF THE YEAR (2017/2018)

(DEADLINE: 4:30 P.M. ON APRIL 28, 2017)

I nominate: _____
NAME POSITION/JOB CLASSIFICATION SITE

To be the 2017/2018 SWSD Classified Employee of the Year for the following reasons:

- 1. Work performance within the job classification. Please describe the individual's work ethic and performance the makes him/her an exemplary classified employee.**

- 2. School and Community Involvement. Please provide specific examples and instances of the individual's involvement in the school and community.**

3. Leadership and Commitment. Provide specific instances of how this individual models these attributes as a classified employee to coworkers, students, the District, and/or the community.

4. Supervisor's recommendation – Please ask the employee's supervisor to write a short letter to support the nomination of this person that will be attached to this nomination form.

Information below is for the person making the nomination:

Print Name (Nominator)	Position
Signature	Date

Nominator will request that the person he/she is nominating will sign below.

I am aware that I am being nominated and would agree to represent the District as its Classified Employee of the Year for 2017 – 2018 should I be selected.

Nominee's Signature	Date
---------------------	------

Submit nominations to Administrative Services by:

Deadline 4:30 p.m. on April 28, 2017

Applications are available through the site secretary and on the district website.