

SOUTH WHITTIER SCHOOL DISTRICT
Department of Human Resources



"Success for Every Student"

MEMORANDUM

DATE: April 16, 2018
TO: SWSD Employees
FROM: Dr. Marti Ayala, Director of Human Resources
RE: Classified Employee of the Year 2018-2019
DEADLINE – May 4, 2018
CC: Dr. Gary Gonzales & SWSD Board of Trustees

Please **POST** a copy of the memorandum and the nomination form for the Classified Employee of The Year Program in locations where **ALL** employees can view. This information will be emailed to all employees and posted on the district website.

SOUTH WHITTIER SCHOOL DISTRICT
Department of Human Resources



"Success for Every Student"

DATE: April 16, 2018
TO: SWSD Employees
FROM: Dr. Marti Ayala, Director of Human Resources
RE: 2018-2019 South Whittier Classified Employee of the Year
CC: Dr. Gary Gonzales & SWSD Board of Trustees

The South Whittier School District annually selects a "South Whittier Classified Employee of the Year". This special honor will go to one classified employee nominated by their peers and selected by the nomination committee.

The nominee for this honor is expected to be a skillful and dedicated classified employee who maintains the highest ethical standards, follows district policies and regulations, and abides by state and federal laws. Due to the nature of our profession, the candidate should have the respect and admiration of students, parents and co-workers. The nominee's conduct should enhance the integrity of the district, advance the goals of the educational programs, and display dedication and support for the welfare of the District by acquiring the knowledge and skills necessary to successfully fulfill their role.

Nominations for 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 the rationale for the nomination clearly stated. Include in your statement, specific criteria in the areas of dedication to students, support for the educational program, personal/professional growth, personal attributes, professional skills, community involvement, professional development, and any significant factors, which led the person to choose education as a career. We are enclosing the district criteria to be used when making the selection. Please read this before making your nomination and seek the nominee's approval before submission.

All nominations must be submitted to the Department of Human Resources **no later than 4:30 p.m. on May 4, 2018** 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.

**State and District Criteria
Classified Employee of the Year Program
2018-2019**

Eligibility Criteria

In order to nominate an employee, nominee 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 2018-2019 school year.

SOUTH WHITTIER SCHOOL DISTRICT
Department of Human Resources



“Success for Every Student”

SWSD CLASSIFIED EMPLOYEE OF THE YEAR 2018-2019

NOMINATION FORM

Deadline: May 4, 4:30 p.m.

(Form must be typed or print using blue ink)

I nominate

First and Last Name	Position	Location
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as the 2018-2019 Classified Employee of the Year for the following reasons.

1. Work performance within the job classification. Please describe the individual’s work ethic, skills, and performance the makes nominee an exemplary classified employee.

2. School and Community Involvement. Please provide specific examples of the individual’s involvement in the school and community.

3. Rapport/Respect of Stakeholder. Provide specific examples of how this individual has gained the respect of coworkers, students, the District, and or the community.

4. Educational Program. Please explain how the nominee supports the educational program. (All positions ultimately support the educational program)

5. Supervisor's recommendation – Please ask the employee's supervisor to write a short paragraph 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 being nominated 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 2018-2019 should I be selected.

_____	_____
Nominee's Signature	Date

**Submit nominations to Department of Human Resources by:
Deadline 4:30 p.m. on May 4, 2018**

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