

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: January 31, 2008

To: All Employees

Subject: NOMINATIONS FOR CLASSIFIED EMPLOYEE MAN AND WOMAN OF THE YEAR

Department and/or Persons concerned: Classified employees with three years of monthly service

Due Date: Friday, March 7, 2008

Reference: Classified School Employees Week

Action requested: Submit attached **Nomination Petition** as appropriate

Brief Explanation:

On May 22, 2008, San Diego Unified School District will present the Twenty-fifth Annual Classified Employee of the Year Awards to an outstanding man and woman and runners up.

A nominee for the award must be a classified employee with at least three years of service in a monthly position, and must have demonstrated extraordinary service, involvement, and/or accomplishments through his/her employment with the district and/or involvement in the community.

If you know of a classified employee who is deserving of this special award, please submit his or her name using the attached **Nominating Petition**. The petition requires the printed names and signatures of the nominee's site administrator/manager and five (5) district employees and their statements in support of the nomination will be permitted. **Only the first five (5) statements will be accepted.**

Please send or hand-deliver completed petitions in a sealed envelope to: Gloria Rangel, Eugene Brucker Education Center, Room 1241, **no later than 5 p.m. Friday, March 7, 2008**. Incomplete petitions, petitions without signature, or those received after the deadline will not be considered, as well as petitions which contain nominating statements that exceed the allocated space on the form.

Questions may be directed to Gloria Rangel at 619-725-8172 or grangel@sandi.net.

Sam Wong
Chief Human Resources Officer

APPROVED:



Jodi Smith
Chief of Staff

SW:gr

Distribution: List G

SAN DIEGO UNIFIED SCHOOL DISTRICT
Human Resource Services Division

NOMINATION PETITION
Classified Employee Man and Woman of the Year – May 2008

Deadline: 5 p.m. Friday, March 7, 2008

*Send or deliver to: Gloria Rangel, Room 1241
Eugene Brucker Education Center*

PLEASE PRINT

Employee To Be Nominated _____

Official Job Classification _____

Worksite Location _____

Employee ID # _____ Supervisor contact number _____

Print – Supervisor’s Name Signature of Supervisor Date Signed

Statements in support of nominating above-named employee: (1-5 required)

Note: District employees who prepare statements may be contacted for additional information.

1. _____

PRINT-Name of Person Making Statement Signature of Person Making Statement Date Signed Phone #

2. _____

PRINT-Name of Person Making Statement Signature of Person Making Statement Date Signed Phone #

