

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: December 9, 2015

To: Site Principals, Vice Principals, Division and Department Heads, Child Development Center Administrators, Governance Team Chairpersons, and School Site Council Chairpersons

Subject: CLASSIFIED SCHOOL EMPLOYEES' WEEK BOARD RECOGNITION

Department and/or Persons Concerned: All Staff

Due Date: **Monday, March 14, 2016 by 5 p.m.**

Reference: Classified Employee Appreciation Week (May 16–20, 2016)

Action Requested: Please print and post a copy of the circular. **Submit both forms, Classified Employee Representative for your site/department and 2016 Classified Employee of the Year electronically.**

Brief Explanation:

The San Diego Unified School District will recognize May 16–20, 2016 as Classified Employee Appreciation Week at a special Board of Education meeting on **Tuesday, May 17, 2016**. The recognition event honoring the district's classified employees allow honorees, guests, board members and the district leadership team to celebrate, socialize and mingle without interruption. During the celebration, the following categories of employees will be honored:

1. School site and department representatives (1 person per site/ department)
2. The San Diego Unified School District Classified Employee of the Year (1 person)
3. The San Diego Unified School District Classified Employee of the Year Runner-Up (1 person).

The district requests that each school site and department provide nominations to be recognized in these categories. All nominations should be submitted electronically using the links below (please note, the submission form must be completed all at once, please prepare your nominations prior to submitting the online form):

- Classified Employee Representative Form (School Site/ Department Representative) <http://goo.gl/forms/MEuNpC1a7J>
- San Diego Unified School District Classified Employee of the Year Nominee Recommendation Form (District Representative) <http://goo.gl/forms/Y4sGJYUOP4>

Nominations forms are due no later than **Monday, March 14, 2016 at 5 p.m.**
Please direct any questions you might have to Dao Nguyen, dnguyen1@sandi.net.

How to nominate an employee (please note, the submission form must be completed all at once, please prepare your nominations prior to submitting the online form):

Nomination Type*	Candidate qualifications	Form to Use	Suggested Process
School Site/ Department Representative	N/A	Classified Employee Representative Form	Principals and Department Heads should work with their staff to select a classified employee to represent the site/department.
San Diego Unified School District Classified Employee of the Year	1. Classified employee 2. At least five years of service in a monthly, non-management, non-supervisory	SDUSD Classified Employee of the Year Nominee Recommendation Form . Each candidate must have three (3) Nominee Recommendation Forms submitted to be considered for this recognition.	Any district employee may recommend a candidate, but at least one recommendation should be from the candidate's immediate supervisor.

**Ideally, the classified employee selected by the principal/department head and their staff to represent the site/department should be the candidate nominated for Classified Employee of the Year. We recommend that the principal/department and two other staff members submit "Nominee Recommendation Forms" on the candidate's behalf. If your site representative does not have the required five years of service, another candidate may be nominated for Classified Employee of the Year.*

Selection Process for the 2016 SDUSD Classified Employee of the Year and Runner-up

A selection committee consisting of district employees and members of professional organizations will evaluate all nominations that are submitted for the 2016 Classified Employee of the Year and Runner-up. The committee will evaluate all nominations within the context of the selection criteria which are organized around three themes:

- Work Performance
- School Community Involvement
- Leadership and Commitment

The selection committee will recommend the finalists for Classified Employee of the Year and Runner-up. There is no appeal process.

Principals, department managers, staff and families of nominees are invited to attend this special event as we celebrate the efforts of our classified employees.

For general information, please contact Dao Nguyen at 619-725-7248.

APPROVED:



Tim Asfzadour
 Chief Human Resources Officer

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 Attachments 3
 Distribution: Lists A, B, C, D, E, F, and O

Selection Categories for 2016 Classified Employee of the Year and Runner-up

A nominee for the district award must be a classified employee with at least five years of service in a monthly, non-management, non-supervisory position. The nominee must have demonstrated extraordinary service to the district in one of six nominating categories:

1. Child Nutrition

The work of this candidate must be directly related to food handling and/or preparation.

Examples: Food Service Worker, etc.

2. Maintenance, Operations, and Facilities

The work of this candidate must be directly related to maintenance or operations services.

Examples: Custodian, Electrician, Laborer, Caretaker, Landscape Tech, etc.

3. Office and Technical Business Services

The work of this candidate must be directly related to clerical, secretarial, financial or technological duties.

Examples: Secretary, Attendance Clerk, Accountant, Network Systems Technician, Microcomputer Programmer, etc.

4. Paraeducators

The work of this candidate must provide direct instructional services to students.

Examples: Classroom Assistant, Library Assistant, Special Education Assistant, Special Education Technician, etc.

5. Support Services and Security

The work of this candidate must be directly related to security of students and/or property or work which has duties that are not covered under any of the other categories.

Examples: Campus Security Assistant, Community Services Officer, School Police Officer, etc.

6. Transportation

The work of this candidate must be directly related to student transportation.

Examples: School Bus Driver, Dispatcher, Scheduler, etc.

SAN DIEGO UNIFIED SCHOOL DISTRICT
Human Resource Services Division

Selection Form
for
Classified Employee Representative for Your Site/Department

Classified School Employees' Week Recognition
Tuesday, May 17, 2016 at 5:30 p.m.

This form should be submitted online. Please have the following information ready in order to submit your electronic nomination:

1. School or Department Name
2. Name of Classified Representative
3. Email address of employee nominated
4. Job Classification of Classified Representative (note: hourly, temporary or substitute employees are not eligible for this honor).
5. Employee ID Number
6. Site Contact Name
7. Telephone Number
8. Name of Site Administrator/Manager/Supervisor

Please notify the employee who will be representing your site of the date of the event. Information will be sent via email to each selected classified representative prior to the event as well. Every nominee will receive a certificate so all forms must be submitted by the due date so that production of the certificate can take place in a timely manner.

Please refer questions to Dao Nguyen, dnguyen1@sandi.net by **Monday, March 14, 2016 by 5 p.m.**

SAN DIEGO UNIFIED SCHOOL DISTRICT
Human Resource Services Division

Nominee Recommendation Form
for
2016 Classified Employee of the Year

Classified School Employees' Week Recognition
Tuesday, May 17, 2016 at 5:30 p.m.

This form should be submitted online. Please have the following information ready in order to submit your electronic nomination:

1. School or Department Name
2. Name of Classified Representative
3. Email address of employee nominated
4. Job Classification of Classified Representative (note: hourly, temporary or substitute employees are not eligible for this honor).
5. Employee ID Number
6. Recommender's name and contact information
7. Description of the employee's qualities and work performance.
 - a. Each description must include a description of the following qualities and performance:
 - i. Work Performance
 - ii. School Community Involvement
 - iii. Leadership and Commitment
 - b. Each nominee must have three (3) Nominee Recommendation Forms submitted in order to be considered. The recommendations should be from different sources, with at least one recommendation from the employee's supervisor.

Please refer questions to Dao Nguyen, dnguyen1@sandi.net by **Monday, March 14, 2016 by 5 p.m.**