



Classified Employee Recognition Committee Employee of the Year Program

March 16, 2010

TO: All District Employees

FROM: Ramon Curiel, Executive Officer, Personnel Commission

SUBJECT: 2010 Classified Employee of the Year

DEADLINE FOR NOMINATIONS: April 16, 2010

Do you know an outstanding classified employee who deserves recognition? If so, please nominate or re-nominate this person for the annual Classified Employee of the Year Award by April 16.

The nomination form is provided on the reverse side of this memo. Additional forms are available at www.lbschools.net, *Quick Guide*, *Personnel Commission*. Completed forms may be faxed to (562) 435-1018 or sent through District mail to the Personnel Commission, Attention: Classified Employee Recognition Committee, or they may be delivered in person to our office, 999 Atlantic Avenue, Third Floor, Long Beach.

The nominee should be:

- One who supports the LBUSD's educational mission by contributing significantly to the classroom support and/or the business (non-school) operations of the district.
- One who demonstrates a commitment to being a team player and a positive role model for others.
- One who continually strives for excellence or improvement in personal performance

Any full-time or part-time permanent classified employee at a District department, school or office is eligible for this honor. Only District classified or certificated employees may nominate a classified employee. The selection committee will not consider self-nominations.

The winner and finalists will be recognized at the annual Classified Employee Celebration and Ice Cream Social to be held at the Teacher Resource Center in May. The winner will also be recognized at a Board of Education meeting. Since no District funds are being used for this event, we deeply appreciate all who donate the resources to make it possible.

Thank you for taking a moment to help recognize some of the finest employees in America's Best Urban School District.

CLASSIFIED EMPLOYEE OF THE YEAR NOMINATION FORM

Please type or print information clearly and legibly. Attach additional sheets if needed.

I nominate: Name _____

Classification _____ Location/Site _____

Please give examples and as much detail as possible.

How does your nominee support the educational mission of the District (*To support the personal and intellectual success of every student, every day*) by contributing to the classroom support and/or business (non-school) operations of the District?

How does your nominee demonstrate a commitment to being a team player and a positive role model for others?

How does your nominee strive for excellence or improvement in his/her personal performance?

Submitted by: _____ Title _____

Site/Location _____ Phone # _____

***Nominations may be faxed (562- 435-1018), mailed or delivered by April 16, 2010 to:
Personnel Commission, 999 Atlantic Ave., Long Beach, CA 90813***