

# Salinas Union High School District

## **RECOGNITION BY AND AWARDS FROM GOVERNING BOARD**

### **EMPLOYEE OF THE MONTH AND EMPLOYEE OF THE YEAR PROGRAM**

The Superintendent is responsible to implement a program which will give recognition on a regular basis to employees of the District who have contributed in an exemplary manner to the educational purposes of the schools, or to the efficient operation of the District in the governing of its schools. To this end, the District will:

1. Provide for the monthly nomination at each school site of one certificated (teacher, counselor, psychologist) and one classified (classified, confidential, supervisory) employee who have materially and significantly contributed to the purposes for which the public schools of this community exist. These two employees shall be designated as "School Employee of the Month in each category
2. At the six comprehensive schools and "District units", nominations for "School Employee of the Month" shall be made by the principal and a school committee composed of a student representative, a certificated representative, a classified representative, and the Business Manager or site administrator. Nominations may be submitted to the committee by any staff member at the school site
3. For purposes of this regulation, each comprehensive school will be eligible to nominate one certificated and one classified employee per month. Mount Toro, R.O.P., and the District Office shall constitute one "District Unit." Maintenance and Operations, Transportation and the Adult School shall constitute a second "District Unit." The Principal of Mount Toro and the Director of Community Education shall chair their respective nominating committees.
4. Provide for the selection of one certificated and one classified "District Employee of the Month" from the school-level nominees. The District Employee Recognition Committee shall consist of a student board representative, representative appointed by the exclusive representative agent for certificated and classified employees and the Associate Superintendent-Instruction and Personnel who shall chair the committee. The committee shall make recommendations to the Superintendent, who will make the recommendation to the Board of Trustees. If approved by the Board, a suitable award will be presented at an ensuing Board meeting
5. Provide for an annual selection of one certificated and one classified "Employee of the Year" from among the "District Employees of the Month"
6. Provide for an award of \$50.00 to each employee nominated as "School Employee of the Month" at each school, and an additional award of \$100.00 for each of the certificated and classified employees selected by the Board as "District Employee of the Month." This monetary award shall be accompanied by a public letter of commendation, which shall be placed in the employee's personnel file
7. Provide for an award of \$500.00 to each of the employees selected as "Certificated Employee of the Year" and "Classified Employee of the Year" by the Board of Trustees. Each of the two employees so selected shall also receive a suitable plaque signifying his

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or her selection, and a letter of commendation shall be placed in the employee's personnel file

### **Perfect Attendance Award**

1. Each District employee who achieves Perfect Attendance within the May 1 to April 30 calendar year will be recognized by the Board of Trustees with a \$25.00 award and a "Perfect Attendance" plaque. (Perfect Attendance is defined as no time absent from work except for approved Jury Duty or school business.)
2. Work time between May 1 and the end of the school year will be counted toward the following year's attendance. Each employee's work year will constitute that employee's attendance year.

### **Length Of Service Award**

In addition to the "Employee of the Month" and "Employee of the Year" awards, the District shall also recognize employees for length of service with the District.

1. Employees who have served five (5) years with the District (more than 75% of employment year) shall be presented with a suitable plaque indicating the five years of service. Additional plaques will be added for each five (5) years increment thereafter.
2. Recipients of Length of Service Awards will also receive an honorary pass to all District school athletic events according to the following schedule: 5 years - one year pass; 10 years - 2 years pass; 15 years - 3 years pass; 20 years - 4 year pass; 25 years - life-long pass.
3. Employees with 30 years of service to the District shall receive a suitable personal plaque and their names shall be enshrined on a District perpetual plaque at the District Office.

### **Retirees**

1. Employees who retire from the District with ten (10) or more years of service shall be recognized by the Board of Trustees. A resolution will be presented for ten (10) through fourteen (14) years of service, and a suitable award for fifteen (15) or more years of service.
2. Retirees will also receive an award of \$5.00 for each year of service to the District at the time of retirement.

### **Selection Process**

1. The principal of each comprehensive school and each "District Unit" shall forward the name of the certificated "Employee of the Month" and the classified "Employee of the Month" to the Associate Superintendent-Instruction and Personnel Services at least ten

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(10) school days prior to the Board meeting when the Board will be asked to approve the award. The Associate Superintendent-Instruction and Personnel Services shall then convene the District Employee Recognition Committee to nominate the District Certificated and Classified Employee of the Month at least seven (7) days before the Board meeting when the Board will approve the award.

2. To assist with the selection of suitable nominees, the schools may use suggestion boxes and student bulletin announcements, verbal nominations from staff, students, parents and any other suitable means of obtaining nominations for the two (2) employees of the month.

3. Criteria for Section of Employee of the Month

a. Certificated -The criteria to be used in the selection of the Certificated Employee of the Month shall be as follows:

- (1) Curriculum Development - writing separate courses, curriculum alignment, involvement, or other work in curriculum development
- (2) Excellence in Instruction - commitment to learning, development of a sequential learning plan and classroom atmosphere conducive to learning
- (3) Extra-Curricular Involvement - commitment to school activities outside the classroom, commitment to education (i.e., extra hours spent on site, special time spent in parent conferencing, correcting papers or student/teacher counseling and tutoring)
- (4) Assistance to Students - concerned with students' goals, welfare and future, providing help and guidance to students
- (5) Professional Growth - attendance at workshops, willingness to grow professionally, participation in advanced classes
- (6) Positive Attitude - wearing a smile, willingness to accept constructive criticism and motivation and interest in positive correction
- (7) Cooperation - willingness to work with others, excellent working relationship with parents, students, staff and administrators
- (8) Years of Service - credit will be given for employees who have served in the teaching profession with the Salinas Union High School District
- (9) Attendance - credit will be given for those who seldom miss time from work

b. Classified - The criteria to be used in the selection of the Classified Employee of the Month shall be as follows:

- (1) Excellence in Quality of Work - completed work on time, a professional product, work shows quality and commitment to excellence
- (2) Extra Effort - involvement in activities outside the employee's job description, willingness to accept change, willingness to work overtime

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All Personnel

Regulation #4056.2

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- (3) Positive Attitude - works with a smile, accepts constructive criticism, attendance and dress appropriate for professional and pleasant appearance
  - (4) Cooperation With Others - shows a history of working well with other people, has outstanding working relationships with parents, students, teachers, and administrators
  - (5) Attendance - employee has excellent work habits including coming to work on time and very seldom misses time from the job
  - (6) Years of Service - employee shows an outstanding record of service with the Salinas Union High School District
  - (7) Professional Growth - employee shows a willingness and motivation for advancement in attending work-shops, conferences and courses to better himself/ herself
4. Each school-level committee shall supply a letter of support for each nominee, signed by the principal. This letter of nomination shall be placed in the employee's personnel file with a copy given to the employee.
  5. The District Employee Recognition Committee shall supply a letter of support for each employee recommended for District Employee of the Month, signed by the Superintendent. This letter of nomination shall be placed in the employee's personnel file with a copy given to the employee.
  6. Each employee selected by the Board of Trustees as the Employee of the Month shall receive a letter of commendation, signed by the President of the Board, and placed in the employee's personnel file with a copy to the employee, and his or her supervisor.
  7. All employees of the District shall be eligible for selection as Employee of the Month, but shall not be selected for more than one (1) month in any one (1) school year. An employee so selected, however, shall be eligible for selection in a succeeding school year.

### **Presentation Of Awards**

1. School-level awards will be made at appropriate school site gatherings.
2. Monthly District-level employee recognition awards will be made at regularly scheduled or special meetings of the Board of Trustees.
3. Perfect Attendance, Length of Service, and Retirement Awards will be presented at an appropriate recognition ceremony planned at either the school site or District.

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