

EMPLOYEE RECOGNITION PROGRAM**OBJECTIVE**

To recognize and commend employees for outstanding performance and excellent service.

ELIGIBILITY

Employees eligible for Employee-of-the-Month include all permanent or probationary employees serving in regular positions for six months or more.

Employees will be selected without regard to the number of hours worked or percentage of assignment. Substitute or limited-term employees are eligible providing their service to the district has been for six months or longer in the same position. Employees may be selected once each year. Management employees are not eligible.

Employees may be nominated for employee of the month by other employees, they may nominate themselves or they may be nominated by the principal or manager. Nominations shall be made on the official district nomination form by the last working day of the month. Nominations shall be forwarded to the school secretary at the school site, to the secretary of the director of facilities for maintenance, grounds and transportation and to the superintendent's office for auxiliary services and alternative programs.

Selections shall be for eight months of the year at all locations from September through June. The months of December and January will be combined and the months of May and June will be combined.

SCHOOL SITES

One certificated and one classified employee is selected as the employee of the month at each school by an Employee Recognition Committee consisting of the school principal and five to seven representatives from the following groups where applicable: Site Council, ASB, CSEA, CTA, PTSA/foundation and/or department chairs.

MAINTENANCE, GROUNDS AND TRANSPORTATION

Maintenance, grounds and transportation is considered one site and one classified employee of the month will be selected from the group by a committee consisting of representatives from transportation, grounds and maintenance, management and CSEA.

AUXILIARY SERVICES AND ALTERNATIVE PROGRAMS

For the purposes of employee of the month, the District Office/Warehouse, Sunset/Outreach and San Luis Rey will be considered one site. One classified employee of the month will be

selected (eight months of the year), and one certificated employee will be selected every other month (four months a year). Employee of the month for this group will be selected by a committee consisting of: Representatives from the District Office, Sunset, CSEA and a district office manager.

AWARD

Employees will be rewarded with a lapel pin and a coffee mug distinguishing him/her as the employee of the month.

CRITERIA FOR SELECTION OF EMPLOYEE OF THE MONTH**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 – extra hours spent on site, special time spent in parent conferencing, correcting papers or student-teacher counseling and tutoring.
4. Assistant 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 San Dieguito Union High School District.
9. Attendance – credit will be given for those who seldom miss time from work.

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 employees job description, willingness to accept change, willingness to work overtime.
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 San Dieguito Union High School District.
7. Professional Growth – employee shows a willingness and motivation for advancement in attending workshops, conferences and courses to better themselves.

Selection will be made and communicated to the Superintendent's office by the first week in the month following the month the award is given.

Efforts will be made to recognize the employee selected at the site by publicizing the award in bulletins, newsletters and/or newspapers.

The employee selected shall be recognized and receive the lapel pin and coffee mug at a staff meeting, or other gathering deemed appropriate by the principal or manager at the site.

SAN DIEGUITO UNION HIGH SCHOOL DISTRICT

EMPLOYEE REGOGNITION NOMINATION FORM

Check One: _____ Classified _____ Certificated

Name of Employee Nominated: _____

Nominated for Month/Year: _____

School or Work Location: _____

Position Title: _____

Subject or Grade Level Taught (Certificated): _____

Years in Present Position: _____

Years with District: _____

Total Years Experience in Field: _____

CRITERIA FOR SELECTION (See criteria on back)

Why should this employee be selected as employee of the month?

Nominated By: _____

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CERTIFICATED

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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 – extra hours spent on site, special time spent in parent conferencing, correcting papers or student-teacher counseling and tutoring.
4. Assistant 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.
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