



## Employee of the Year Program



### Annual Classified Employee Celebration

March 13, 2017

TO: All District Employees

FROM: Kenneth Kato  
Executive Officer, Personnel Commission and Classified Employment

SUBJECT: **2017 CLASSIFIED EMPLOYEE OF THE YEAR**

In conjunction with the Annual Classified Employee Celebration, the Classified Employee of the Year Award is presented to the classified employee who has exceeded expectations through teamwork, personal achievement in their work, and by promoting the educational mission of the District. This year, the winner and finalist will be recognized at the Annual Classified Employee Celebration event to be held at the Teacher Resource Center on May 26, 2017. The winner will be also recognized at an upcoming Board of Education meeting and at future classified employee activities.

This award is an opportunity to inspire others by recognizing a co-worker or member of your classified staff and share their outstanding work efforts and skills with the rest of the District to inspire others. We greatly appreciate your participation for this event.

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 does not consider self-nominations.

The nominee should be:

- One who supports the educational mission of the District by contributing to the classroom support and/or 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 goes above and beyond in his or her performance with specific personal characteristics or other details that make them exceptional or inspirational.

**Nominations are currently being accepted until 4:30 PM on April 14, 2017.** A nomination form is provided with this memo. However, nomination forms can also be obtained from your site or [www.lbschools.net](http://www.lbschools.net) (In the A-Z index under "Employee of the Year (Classified)"). Completed forms may be faxed to (562) 425-1320; sent through District mail to the Personnel Commission, Attention: Employee Recognition Committee; or they may be delivered in person to our office, 4400 Ladoga Avenue, Lakewood, CA, Monday – Thursday, 8:00 a.m. – 4:30 p.m.

**2017 CLASSIFIED EMPLOYEE OF THE YEAR NOMINATION FORM**

**Please type or print information. Attach additional sheets if needed.**

I nominate:

Name \_\_\_\_\_

Classification \_\_\_\_\_ Location/Site \_\_\_\_\_

**Please give specific examples of how your nominee works to:**

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.

Demonstrate a commitment to being a team player and a positive role model for others.

Please list specific personal characteristics and or other details that make this employee exceptional or inspirational regarding his or her performance.

Submitted by: Name \_\_\_\_\_ Title \_\_\_\_\_

Site/Location \_\_\_\_\_ Phone # \_\_\_\_\_

**Nominations may be emailed to [lkukahiko@lbschools.net](mailto:lkukahiko@lbschools.net); faxed to (562) 425-1320; or mailed to: Personnel Commission, 4400 Ladoga Avenue, Lakewood, CA 90713**

**NOMINATIONS MUST BE RECEIVED BY APRIL 14, 2017.**