



Classified Employee Recognition Committee Employee of the Year Program

March 16, 2009

TO: All District Employees

FROM: Ramon Curiel, Executive Officer
Personnel Commission

SUBJECT: 2009 Classified Employee of the Year

DEADLINE FOR NOMINATIONS: April 24, 2009

**NOMINATION
FORMS CAN BE
OBTAINED FROM
YOUR SITE OR
THE PERSONNEL
COMMISSION
OFFICE OR WEB
SITE**

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 24th.

Nomination forms are available at your site or the Personnel Commission office or on the web at www.lbschools.net under Personnel Commission. Completed forms may be faxed to (562) 435-1018 or sent through District mail to the Personnel Commission, Attention: Employee Recognition Committee, or they may be delivered in person at 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 strives for excellence 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 finalists will be announced on May 21st at the annual Classified Employee Celebration at the Teacher Resource Center. The winner will be presented at the Board of Education meeting held on June 2, 2009.

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 specific examples of how your nominee goes above and beyond in his or her performance 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...

Strive for excellence in personal performance...

Submitted by: Name _____ Title _____

Site/Location _____ Phone # _____

***Nominations may be faxed (562- 435-1018), mailed or delivered by April 24, 2009 to:
Personnel Commission, 999 Atlantic Ave., Long Beach, CA 90813***