



Employee of the Year Program



Annual Classified Employee Celebration

March 19, 2020

TO: All District Employees

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

SUBJECT: **2020 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 15, 2020. The winner will also be recognized at an upcoming Board of Education meeting.

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 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 20, 2020. A nomination form is provided with this memo. However, nomination forms can also be obtained from your site or 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 – Friday, 8:00 a.m. – 4:30 p.m.

2020 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 mission of the District (*"To support the personal and intellectual success of every student, every day"*) by contributing to 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 Connie Ballew, Cballew@lbschools.net or faxed to (562) 425-1320;
or mailed to: Personnel Commission, 4400 Ladoga Avenue, Lakewood, CA 90713

NOMINATIONS MUST BE RECEIVED BY *MONDAY, APRIL 20, 2020.*