



Employee of the Year Program



Annual Classified Employee Celebration

March 29, 2022

TO: All District Employees

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

SUBJECT: **2022 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 20, 2022.

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 29, 2022. 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.

2022 CLASSIFIED EMPLOYEE OF THE YEAR NOMINATION FORM

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

Do you know a classified employee who deserves to be the employee of the year? Tell us!

Employee Name: _____

Classification: _____ Location/Site: _____

Why are you nominating this person?

Please give examples of how the employee demonstrates the following:

- *How does this person support the District mission of "Every student, every day"*
- *Ways in which they are a team player or a role model for others*
- *Personal characteristics or details that make this employee exceptional or aspirational*

Your name:

Your work site and title:

Your contact info:

Nominations may be emailed to Mindi Ritter, mritter@lbschools.net; or faxed to (562) 425-1320; or mailed to:
Personnel Commission, 4400 Ladoga Avenue, Lakewood, CA 90713.

NOMINATIONS MUST BE RECEIVED BY FRIDAY, APRIL 29, 2022.