

2022 Classified Employees of the Year

Nomination Packet



San Juan Unified School District

Human Resources Department

3738 Walnut Ave. Carmichael, CA 95608

2022 Classified Employees of the Year Nomination Packet

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The San Juan Unified School District and the Board of Education realize that there are many outstanding employees in service within the district. To recognize classified employees, the district is accepting nominations for the Classified Employees of the Year in the following nine categories: *Clerical and Administrative Services, Custodial and Maintenance Services, Food and Nutrition Services, Health and Student Services, Paraprofessional Services, Security Services, Skilled Trades Services, Technical Services, and Transportation*. The outstanding employees in each category will be announced at the board meeting on January 25, 2022.

A "classified employee" is any employee in a position that does not require certification. To be eligible for the Classified Employees of the Year, the employee must belong to the California School Employees Association (CSEA), Teamsters (Transportation), or the Confidential Unit.

If you know a classified employee who goes above and beyond for San Juan Unified School District and the surrounding community, you may nominate the employee for consideration on the following forms. Any SJUSD employee or member of the surrounding community may submit a nomination.

Eligibility

In order to be eligible for county and state recognition programs, nominees must have **at least five years** of district service in the nomination category. Nominees should have demonstrated exceptional contributions to the improvement of educational quality, customer service and performance to his/her school site or department. The nominee must not be on corrective or disciplinary action at the time of nomination.

Nominations will be evaluated on six components:

Work Performance

- Employee is motivated and interested in his/her job
- Demonstrates high skills and knowledge
- Willingly supports/cooperates with others
- Is committed to high standards of performance
- Promotes collaboration within the work unit

School/Community Involvement

- Employee is involved in school activities apart from work
- Involved in community volunteerism/activities
- Organizes others within the work environment
- Organizes others within the community

Leadership and Commitment

- Employee promotes equity between and among work groups
- Steps up to cooperatively solve problems
- Promotes open communication among work groups

Local Support

- From co-workers, school administrators, community members
- Who speak to the nominee's exemplary work

Enhancement of Classified School Employees

- Employee promotes image in the community and school
- Exemplifies professionalism at all times

Above and Beyond

- Employee is willing to take the extra step
- Performs acts of service above and beyond the call of duty

Nomination Process

The **Nominator** is responsible for submitting both part one and part two of the Nomination Form. Incomplete or late applications will not be accepted. Nomination forms should be sent to Dawn Wright in Human Resources at 3738 Walnut Avenue, Carmichael, CA 95608.

Both nomination forms (Part One and Part Two) must be received by 4:30 p.m. on Tuesday, December 14, in order to be considered for Classified Employees of the Year. Please submit nominations to:

Dawn Wright, Human Resources
San Juan Unified School District Office
3738 Walnut Avenue
Carmichael, CA 95608

If you have any questions, please contact Dawn Wright at (916) 971-7658/Internal 801348.

PART ONE

Nominee Information (please print or type)

Name of Nominee	
Job Title of Nominee	
Department/Work Site of Nominee	
Total years of service in San Juan Unified School District	
Total years in nomination category <i>(must be at least five years)</i>	
Name of Supervisor	

Nominator Information

Name of Nominator	
Job Title of Nominator	
Work Site of Nominator	

*The **Nominator** is responsible for submitting both parts one and two of the Nomination Form. Incomplete and/or unsigned applications will not be accepted.*

PART TWO

This nomination form must be supplied by the **Nominator**.

Below, please PRINT OR TYPE a response detailing the reasons why you believe the nominated employee deserves the title of Classified Employees of the Year. Please limit the response to two (2) pages (you may add an additional page if necessary). Include specific examples of how the employee positively contributes to San Juan Unified School District in terms of educational quality, customer service and improvement of performance of school site and/or department. The selection committee will evaluate responses based on six themes as identified by the California Department of Education: Work Performance, School/Community Involvement, Leadership and Commitment, Local Support, Enhancement of classified school employees' image in the community and schools, and Going Above and Beyond.

Who may be nominated for the Classified Employees of the Year?

Any member of regular classified service with at least five years in nomination category. The nominee may be part-time or full-time.

Who may nominate for this award?

Any certificated or classified employee of the school district, as well as any member of the San Juan Unified School District community.

What are the nomination categories?

There are nine nomination categories for the Classified Employees of the Year program:

1. **Clerical and Administrative Services—**
The work must be directly related to clerical or secretarial duties.
For example: attendance clerk, secretary, and accountant.
2. **Custodial and Maintenance Services—**
The work must be directly related to operation or maintenance services.
For example: custodian and groundskeeper.
3. **Food and Nutrition Services—**
The work must be directly related to food handling and/or preparation.
For example: chef, cook, and cafeteria worker.
4. **Health and Student Services—**
The work must be directly related to health and student services.
For example: nurse and counselor.
5. **Paraprofessional Services—**
The work must be directly related to instructional services to students.
For example: classroom assistant, instructional aide, and library assistant.
6. **Security Services—**
The work must be directly related to the security of students and/or property.
For example: campus security monitor, and community outreach assistant.
7. **Skilled Trades Services—**
The work must be directly related to skilled services.
For example: carpenter, electrician, plumber, painter, and mechanic.
8. **Technical Services—**
The work must be directly related to technical duties.
For example: network engineer, technology support, and programmer.
9. **Transportation Services—**
The work must be directly related to student transportation.
For example: bus driver and dispatcher.

What is the due date for the nomination form?

Both parts of the nomination form must be received by 4:30 p.m. on Tuesday, December 14, 2021. Incomplete or late applications will not be accepted.

Where do I send the nomination form?

Please send nomination forms to:

Dawn Wright, Human Resources
San Juan Unified School District
3738 Walnut Avenue
Carmichael CA 95608

How will the Classified Employees of the Year be selected?

Each nomination will be screened by Human Resources to determine nominee eligibility. A selection committee will then convene and determine the Classified Employees of the Year based on the nomination form and subsequent interviews with the nominator and/or the nominee's supervisor. The selection committee will be comprised of representatives from CSEA, Teamsters, and the Confidential unit, as well as members of SJUSD's management staff.

Each nominee will be judged on selection criteria as determined by the California Department of Education. The criteria includes work performance, school/community involvement, leadership and commitment, and above and beyond. You may read more details about each category at the California Department of Education website, www.cde.ca.gov.

There are no appeals to this process.

Who can I contact with questions?

Please contact Dawn Wright at (916) 971-7658 /Internal 801348 or at dawn.wright@sanjuan.edu