



2020-21 Nomination Form

NOMINEE INFORMATION		
Nominee's Name	Nominee's Title	
Work Address, City, Zip	Work Phone Number	
Email Address	Years in Current Position	*Years in Work Category (Min. 5 years)
NOMINEE'S WORK CATEGORY – NON-SUPERVISORY or MANAGEMENT		
<input type="checkbox"/> Child Nutrition	<input type="checkbox"/> Maintenance Operations	<input type="checkbox"/> Para-Educator & Instructional Assistance
<input type="checkbox"/> Transportation	<input type="checkbox"/> Office & Technical	<input type="checkbox"/> Support Services & Security
<input type="checkbox"/> NEW Yes, I would like this nomination to also be considered for the Jane Johnston Civility Award . (see page 2 for criteria)		
WORK SITE INFORMATION		
School/District/County Work Site Name	Supervisor's Work Phone Number	
Supervisor's Name	Supervisor's Email Address	
<p>I understand that this nomination is the first step in the California Classified School Employee of the Year Program. I further understand that if this nominee is selected to represent Stanislaus County at the state level, they will be required to complete a more comprehensive application form. The State criteria is listed on page 2 of this application.</p>		
Nominee's Signature _____	Date _____	
Supervisor's Signature _____	Date _____	
District Superintendent's Signature _____	Date _____	
Name of Person submitting nomination (If differs from supervisor) _____		
Title _____	Phone _____	
Email _____		

* Per State criteria, employee must have five years of experience in work category, which can be part-time or full time.

Person Submitting Nomination: Using a separate sheet of paper, please address the following question. **(The State selection criteria listed on page 2 of this application should be addressed when answering the question below and writing the letter of support.)**

- 1. How is this nominee making a difference at your school/district/worksite?**
One sheet of paper (one side only) may be used. Please double space using 12 point type Arial font. Nominee's name must be typed at the top of the paper.
- 2. Letter of Support:** One letter of support on one sheet of paper (one side only) must be submitted with the nomination narrative. Please double space using 12 point type Arial font. The relationship of the writer to the nominee should be clearly identified in the body of the letter or in the signature/title. The letter must not be written by the nominee or nominator.
- 3. OPTIONAL:** If the nominee is to also be considered for the **Jane Johnston Civility Award** an additional sheet of paper (one side only) must be used by nominator to address the civility attributes identified on the back page. Please double space using 12 point type Arial font. Nominee's name must be typed at the top of the paper.

Note: Six nominees from the county program will be forwarded for consideration to the California Department of Education Classified Employees of the Year program.

**SCOE Internal Nominations must be received in Superintendent's office no later than November 12, 2020.
District nominations must be received in Superintendent's office no later than November 19, 2020.**

Selection Criteria for the 2020-21 State Classified School Employee of the Year Program

Work Performance

- Is motivated and interested in the job
- Demonstrates high skills and knowledge on the job
- Willingly supports/cooperates with others
- Promotes collaboration within the work unit
- Is committed to high standards of performance
- Exemplifies professionalism at all times

School/Community Involvement

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

Leadership and Commitment

- Promotes equity between/among work groups
- Steps up to cooperatively work through problems
- Promotes open communication among work groups

Above and Beyond

- Willingness to take the extra step (identify)
- Acts of service above and beyond the call of duty (identify)

Jane Johnston Civility Award – *County-level recognition only*

Jane Johnston helped launch the countywide Choose Civility initiative in 2010. She advocated for and co-chaired the Employees Making a Difference Program and the Stanislaus County Teachers of the Year Program. Because Jane modeled civility work at home and in the community, the Education Foundation of Stanislaus County created this award in her memory. In April 2012, Jane unexpectedly passed away and will be forever in our hearts.

Select four of the twelve principles of civility your nominee most embodies. Describe how he/she lives those principles by providing details and examples.

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|--------------------------------|--|
| • Listen | • Respect Other People's Time |
| • Accept & Give Praise | • Don't Shift Responsibility & Blame |
| • Acknowledge Others | • Respect Others' Opinions |
| • Speak Kindly | • Accept & Give Constructive Criticism |
| • Refrain from Idle Complaints | • Think the Best |
| • Apologize Sincerely | • Don't Speak Ill |