

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** January 4, 2017

**To:** Site Principals, Vice Principals, Division and Department Heads, Child Development Center Administrators, Governance Team Chairpersons, and School Site Council Chairpersons

**Subject:** CLASSIFIED SCHOOL EMPLOYEES' WEEK BOARD RECOGNITION

**Department and/or Persons Concerned:** All Staff

**Due Date:** **March 6, 2017**

**Reference:** Classified Employee Appreciation Week (May 22–26, 2017)

**Action Requested:** Please print and post a copy of the circular.  
**Submit both forms, Classified Employee Representative for your site/department and 2017 Classified Employee of the Year electronically.**

**Brief Explanation:**

The San Diego Unified School District will recognize May 22–26, 2017 as Classified Employee Appreciation Week at a special Board of Education meeting on **Tuesday, May 23, 2017**. The recognition event honoring the district's classified employees allow honorees, guests, board members and the district leadership team to celebrate, socialize and mingle without interruption. During the celebration, the following categories of employees will be honored:

1. School site and department representatives (1 person per site/ department)
2. The San Diego Unified School District Classified Employee of the Year (1 person)
3. The San Diego Unified School District Classified Employee of the Year Runner-Up (1 person).

The district requests that each school site and department provide nominations to be recognized in these categories. All nominations should be submitted electronically using the links below (please note, the submission form must be completed all at once, please prepare your nominations prior to submitting the online form):

- 2017 Classified Employee Site/Department Representative Form  
[https://docs.google.com/a/sandi.net/forms/d/1UW6OFPRVYeAm-WJ\\_YRZa87kBsGyz2mky3pmju1kjt9A/edit](https://docs.google.com/a/sandi.net/forms/d/1UW6OFPRVYeAm-WJ_YRZa87kBsGyz2mky3pmju1kjt9A/edit)
- San Diego Unified School District Classified Employee of the Year Nomination Recommendation Form  
<https://docs.google.com/a/sandi.net/forms/d/1XxLOWunShXSmbh4g5CZe6Vwgufx3LPvmk0TLVEdywKk/edit>

Nominations forms are due no later than **Monday, March 6, 2017 at 5 p.m.** Please direct any questions you **might have to** Samuel Scaife, [sscaife@sandi.net](mailto:sscaife@sandi.net).

How to nominate an employee (please note, the submission form must be completed all at once, please prepare your nominations prior to submitting the online form):

Nomination Type*	Candidate qualifications	Form to Use	Suggested Process
School Site/ Department Representative	N/A	<a href="#">Classified Employee Representative Form</a>	Principals and Department Heads should work with their staff to select a classified employee to represent the site/department.
San Diego Unified School District Classified Employee of the Year	<ol style="list-style-type: none"> <li>Classified employee</li> <li>At least five years of service in a monthly, non-management, non-supervisory</li> </ol>	<a href="#">SDUSD Classified Employee of the Year Nominee Recommendation Form</a> . Each candidate must have three (3) Nominee Recommendation Forms submitted to be considered for this recognition.	Any district employee may recommend a candidate, but at least one recommendation should be from the candidate's immediate supervisor.

*\*Ideally, the classified employee selected by the principal/department head and their staff to represent the site/department should be the candidate nominated for Classified Employee of the Year. We recommend that the principal/department and two other staff members submit "Nomination Recommendation Forms" on the candidate's behalf. If your site representative does not have the required five years of service, another candidate may be nominated for Classified Employee of the Year.*

**Selection Process for the 2017 SDUSD Classified Employee of the Year and Runner-up**

A selection committee consisting of district employees and members of professional organizations will evaluate all nominations that are submitted for the 2017 Classified Employee of the Year and Runner-up. The committee will evaluate all nominations within the context of the selection criteria which are organized around three themes:

- Work Performance
- School Community Involvement
- Leadership and Commitment

The selection committee will recommend the finalists for Classified Employee of the Year and Runner-up. There is no appeal process.

Principals, department managers, staff and families of nominees are invited to attend this special event as we celebrate the efforts of our classified employees.

For general information, please contact Samuel Scaife at 619-725-8052.

APPROVED:



Tim Asfazardour  
 Chief Human Resources Officer

TA:ra

Attachments (3)

Distribution: Lists A, B, C, D, E, F, and O

## **Selection Categories for 2017 Classified Employee of the Year and Runner-up**

A nominee for the district award must be a classified employee with at least five years of service in a monthly, non-management, non-supervisory position. The nominee must have demonstrated extraordinary service to the district in one of six nominating categories:

### **1. Child Nutrition**

The work of this candidate must be directly related to food handling and/or preparation.

Examples: Food Service Worker, etc.

### **2. Maintenance, Operations, and Facilities**

The work of this candidate must be directly related to maintenance or operations services.

Examples: Custodian, Electrician, Laborer, Caretaker, Landscape Tech, etc.

### **3. Office and Technical Business Services**

The work of this candidate must be directly related to clerical, secretarial, financial or technological duties.

Examples: Secretary, Attendance Clerk, Accountant, Network Systems Technician, Microcomputer Programmer, etc.

### **4. Paraeducators**

The work of this candidate must provide direct instructional services to students.

Examples: Classroom Assistant, Library Assistant, Special Education Assistant, Special Education Technician, etc.

### **5. Support Services and Security**

The work of this candidate must be directly related to security of students and/or property or work which has duties that are not covered under any of the other categories.

Examples: Campus Security Assistant, Community Services Officer, School Police Officer, etc.

### **6. Transportation**

The work of this candidate must be directly related to student transportation.

Examples: School Bus Driver, Dispatcher, Scheduler, etc.

SAN DIEGO UNIFIED SCHOOL DISTRICT  
Human Resource Services Division

**Classified Employee Representative for Your Site/Department**

Classified School Employees' Week Recognition  
Tuesday, May 23, 2017 at 5:30 p.m.

**This form should be submitted online. Please have the following information ready in order to submit your electronic nomination:**

1. School or Department Name
2. Name of Classified Representative
3. Email address of employee nominated
4. Job Classification of Classified Representative (note: hourly, temporary or substitute employees are not eligible for this honor).
5. Employee ID Number
6. Site Contact Name
7. Telephone Number
8. Name of Site Administrator/Manager/Supervisor

**Please notify the employee who will be representing your site of the date of the event. Information will be sent via email to each selected classified representative prior to the event as well. Every nominee will receive a certificate so all forms must be submitted by the due date so that production of the certificate can take place in a timely manner.**

**Link to: 2017 Classified Employee Site/Department Representative Form**  
[https://docs.google.com/a/sandi.net/forms/d/1UW6OFPRVYeAm-WJ\\_YRZa87kBsGyz2mky3pmju1kjt9A/edit](https://docs.google.com/a/sandi.net/forms/d/1UW6OFPRVYeAm-WJ_YRZa87kBsGyz2mky3pmju1kjt9A/edit)

Please refer questions to Samuel Scaife, [sscaife@sandi.net](mailto:sscaife@sandi.net) by **Monday, March 6, 2017 by 5 p.m.**

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Human Resource Services Division

**2017 Classified Employee of the Year**

Classified School Employees' Week Recognition  
Tuesday, May 23, 2017 at 5:30 p.m.

**This form should be submitted online. Please have the following information ready in order to submit your electronic nomination:**

1. School or Department Name
2. Name of Classified Representative
3. Email address of employee nominated
4. Job Classification of Classified Representative (note: hourly, temporary or substitute employees are not eligible for this honor).
5. Employee ID Number
6. Recommender's name and contact information
7. Description of the employee's qualities and work performance.
  - a. Each description must include a description of the following qualities and performance:
    - i. Work Performance
    - ii. School Community Involvement
    - iii. Leadership and Commitment
  - b. Each nominee must have three (3) Nominee Recommendation Forms submitted in order to be considered. The recommendations should be from different sources, with at least one recommendation from the employee's supervisor.

**Link to: 2017 Employee of the Year Nomination Form**

<https://docs.google.com/a/sandi.net/forms/d/1XxLOWunShXSmbh4g5CZe6Vwgufx3LPvmk0TLVEdywKk/edit>

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