

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** March 10, 2014

**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:** **Friday, April 11, 2014 by 5 p.m.**

**Reference:** Classified Employee Appreciation Week (May 18–24, 2014)

**Action Requested:** Please print and post a copy of the circular.  
**Submit attached SELECTION FORM for Classified Employee Representative from your school site/department.**  
**Submit Recommendation Forms (3) for 2014 Classified Employee of the Year Nominees**

**Brief Explanation:**

The San Diego Unified School District will recognize May 18–24, 2014 as Classified Employee Appreciation Week at a special Board of Education meeting on **Tuesday, May 20, 2014 at 4:30 p.m. at Sherman Elementary**. The recognition event honoring the district's classified employees will be held at Sherman Elementary to allow honorees, guests, board members and the district leadership team to celebrate, socialize and mingle without interruption. During the celebration, school site and department representatives will be honored and the San Diego Unified School District Classified Employee of the Year and Runner-Up will be announced.

The district requests that a classified employee representative be selected from each school/department to be recognized at the ceremony. Principals and Department Heads should work with their staff to select a classified employee to represent the site/department and complete the attached "Selection Form for your Classified Employee Representative." Send the completed form via fax to: Susie Schaefer, Personnel Clerk I, Human Resource Services Division, Room 1241, by **Friday, April 11, 2014 at 5 p.m.**, fax: (619) 296-7522.

In addition, the 2014 Classified Employee of the Year and a Runner-up will also be recognized on May 20. **The 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.** Please use the attached “Nominee Recommendation Form” to submit your nomination. **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 “Nominee 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.

### **Review of Written Nominations for the 2014 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 2014 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 Leticia Saldivar at 619-725-8107 or Pamela Alves at 619-725-7752.

Bernadette Nguyen  
Interim Chief Human Resource Officer

APPROVED:



Bernadette Nguyen  
Interim Chief Human Resources Officer

AD  
Attachments 4  
Distribution: Lists A, B, C, D, E, F, and O

## **Selection Categories for 2014 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 Engineer, Programmer, etc.

### **4. Paraeducator and Instructional Assistants**

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

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

**Classified School Employees' Week Recognition**  
**Tuesday, May 20, 2014 at 4:30 p.m.**  
**Sherman Elementary School, 301 22nd St., San Diego CA 92102 (619) 615-7000**

School of Department Name: \_\_\_\_\_

**Name of Classified Representative:** \_\_\_\_\_

Job Classification of Classified Representative: \_\_\_\_\_  
(Monthly status only—not hourly, temporary or substitute)

Employee ID Number: \_\_\_\_\_

Site Contact Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

\_\_\_\_\_  
PRINT Name of Site Administrator/Manager/Supervisor

\_\_\_\_\_  
Signature of Site Administrator/Manager/Supervisor

\_\_\_\_\_  
Date Signed

**Please notify the employee who will be representing your site of the date of the event.**  
The event will be held on **Tuesday, May 20, 2014 at 4:30 p.m. at Sherman Elementary.**

Information will be sent via email to each selected classified representative prior to the event.

Return this form by fax to Susie Schaefer, Personnel Clerk I, Human Resource Services Division, Room 1241, by **Friday, April 11, 2014 at 5 p.m., fax: 619-296-7522**

**Nominee Recommendation Form  
2014 Classified Employee of the Year**

**Nominee Information**

\_\_\_\_\_  
**Nominee's Name**

\_\_\_\_\_  
**Category**

**Note: Each nominee must have three (3) Nominee Recommendation Forms submitted in order to be considered.**

**Recommender Information:**

\_\_\_\_\_  
**Recommender's Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Telephone Number**

\_\_\_\_\_  
**Email Address**

