

Team Player Award Nomination

(Classified Employees Only)



Name of Nominee: _____

Nominee's Position Title: _____

Nominee's Supervisor: _____

Nominated by: _____ Date: _____

Minimum requirements:

- Attendance:** The employee has an outstanding attendance record (as defined in the award definition on the back of this form).
- SCOE Performance:** The employee has five years of above satisfactory reviews; or all satisfactory evaluations if employed for less than five years.
- Customer Service:** The employee provides a high level of service to SCOE clients and the public. Please describe:

- Integrity:** The employee has not had an unresolved conflict of interest, a substantiated service complaint, or a substantiated harassment complaint.

Please include any other information, which would support this nomination such as volunteering in the community or schools.

Please type all justification and attach to this nomination form
Return to Patti Springer in Human Resources by March 2, 2012

Personnel Commission Team Player Award Program

Award Selection Criteria:

- **Attendance:** The employee must have an excellent attendance record. An excellent attendance record is defined as follows:
 - The employee has qualified at least twice for an additional vacation day due to low use of sick leave; and does not have any current attendance issues as determined by the employee's supervisor. (*Exceptions will be considered for an employee who has used more sick leave due to an extended illness of themselves, a spouse, domestic partner, or child.*)
- **SCOE Performance:** The employee has at least five years of continuous above satisfactory evaluations, or all satisfactory evaluations if employed less than five years.
- **Customer Service:** The employee provides high quality service to SCOE clients and the public. May be demonstrated by customer service surveys, letters, or comments on the employee's evaluation; and/or community service that enhances the education of students in Sonoma County.
- **Integrity:** The employee performs his/her job duties and community work with a high level of integrity and has not had an unresolved conflict of interest, a substantiated service complaint, a substantiated harassment complaint, or similar issues that would make the candidate unsuitable for an award.

Nominations:

Anyone may nominate a classified SCOE employee for this award. Nominations are accepted from February 1 through March 2. All nominations will be reviewed by the employee's supervisor, and verified by Human Resources, to determine if the employee meets the above criteria.

Award Selection:

The Personnel Commission will consider all the nominations that the Supervisor has determined meet the criteria, and will make the final selection of the Personnel Commission Team Player Award.

Award Presentation:

The award will be presented to the selected employee at a Commission meeting or an appropriate annual Back-to-School event.

Award:

The award will be a VISA gift card for \$300.