



5340 Skylane Boulevard
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April 7, 2015

To: All SCOE Employees

Fm:  Jeff Heller Ed.D., Assistant Superintendent, Human Resources

Re: Golden Bell Award Nominations - Certificated, Classified, and Management

Each year, based on your nominations, we recognize outstanding SCOE Classified, Certificated, and Management employees through the Golden Bell Awards at our *Back to School* event.

If you would like to nominate an employee for this year's award, please complete the enclosed *Golden Bell Award Nomination* and the *Golden Bell Award Nomination Justification* forms and submit them by **Friday, May 29, 2015** to the nominated employee's department supervisor.

Please note that all employees, whether or not they have received an award in the past, are eligible for nomination. Effective with the 2013 policy update on employee recognition, each certificated, classified, and management employee chosen as a Golden Bell winner will receive a \$1,000 stipend in recognition of their exemplary service. Stipends will be paid in the calendar year that the awards are announced.

If you have any questions, please contact me at 524-2729 or jheller@scoe.org; or Patti Springer at 524-2634 or pspringer@scoe.org.

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2014-15 GOLDEN BELL AWARD NOMINATION
For Outstanding Certificated, Management, and Classified Employee of the Year

To: Award Selection Committee

Subject: Employee Award Nominee

The following SCOE Classified Certificated Management (Classified or Certificated) employee is hereby nominated for the Golden Bell Award for the 2014-15 Fiscal Year.

Name of Nominee: _____

Position Title: _____

Length of Service in Position: _____

Nominee's Supervisor: _____

Directions:

Please complete both a *Nomination* and a *Nomination Justification* for your nominee. Forward both forms to the nominated employee's department supervisor by **Friday, May 29, 2015** for his/her review and signature.

Areas to consider when describing the employee's contributions on the *Nomination Justification* are achievements, team work, self-improvement, service to the public, service to districts, professionalism, courtesy, motivation/encouragement of others, community activities, and cost-effective suggestions, etc.

Nominated by: _____

Date: _____

Department Supervisor

Please sign and date this *Nomination* and return, along with the *Nomination Justification*, to Patti Springer in Human Resources by **Friday, June 5, 2015**.

Department Supervisor: _____

Date: _____

