

Glendale Elementary School District # 40

Maintenance and Operations

Employee of the Month

2008/2009

Criteria for Employee of the Month:

- Employee must have worked a minimum of two (2) years in a regular capacity for Glendale Elementary School District and is not currently in probationary status at time of nomination.
- Employees can receive the Employee of the Month recognition more than once; however, there must be a break of a minimum of two (2) years between awards.
- Employee must demonstrate initiative.
- Employee must demonstrate a high quality of work.
- Employee must demonstrate the ability to work as a team member.
- Employee must demonstrate leadership qualities.
- Employee contributes to a positive attitude in the workplace.

Information on nominees will be solicited from:

- The nomination form
- The nominator
- Committee knowledge of nominee
- Supervisor's knowledge of any performance issues
- Nominee's immediate supervisor and/or director

Process:

- Forms and criteria on the Employee of the Month program will be posted on the Maintenance & Operations web site.
- Nominations are accepted at any time. Submit completed forms to the Administrative Assistant in Maintenance & Operations. Forms must be signed by the nominator.
- The Employee of the Month Committee is appointed by the Director of Maintenance & Operations and is made up of Support Staff.
- The Employee of the Month Committee meets on a monthly basis to review all nominations and make a selection for the following months Employee of the Month. If necessary, follow-up may be conducted via email.
- The Maintenance & Operations Department coordinates a time for the department and the Employee of the Month Committee to meet with the employee to announce them as Employee of the Month. Employees receive:
 - Gift Certificate for \$25.00
 - Name and month of award on certificate which is displayed in the office of award recipient.