

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** February 5, 2018

**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 12, 2018~~ April 3, 2018

**Reference:** Classified Employee Appreciation Week (May 21-25, 2018)

**Action Requested:** Please print and post a copy of the circular.  
**Submit both forms, Classified Employee Representative for your site/department and 2018 Classified Employee of the Year electronically.**

**Brief Explanation:**

The San Diego Unified School District will recognize May 21–25, 2018 as Classified Employee Appreciation Week at a special Board of Education meeting on **Tuesday, May 22, 2018**. 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):

- 2018 Classified Employee Site/Department Representative Form  
[https://docs.google.com/forms/d/e/1FAIpQLSeVuPhETzHm5QsOOxi7o5r\\_pn9iXjdwnoGDgxJxm4LmA0gaFw/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSeVuPhETzHm5QsOOxi7o5r_pn9iXjdwnoGDgxJxm4LmA0gaFw/viewform?usp=sf_link)
- San Diego Unified School District Classified Employee of the Year Nomination Recommendation Form  
[https://docs.google.com/forms/d/e/1FAIpQLSctI-c9E7NC10t\\_WcWevr5wRyXOWGdcRneZ83WdzLAMajmQQ/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSctI-c9E7NC10t_WcWevr5wRyXOWGdcRneZ83WdzLAMajmQQ/viewform?usp=sf_link)

Nominations forms are due no later than ~~Monday, March 12~~, **Tuesday, April 3, 2018 at 5 p.m.**

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>1. Classified employee</li> <li>2. 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 2018 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 2018 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 [sscaife@sandi.net](mailto:sscaife@sandi.net) or at 619-725-8052.**

APPROVED:



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Attachments (3)