

ABERDEEN SCHOOL DISTRICT # 58

The Aberdeen School District # 58 Board of Trustees recognizes the importance of having competent and dependable classified employees serving as support personnel within the school system. In appreciation of all the classified personnel one individual will be selected and honored each year as the "Classified Employee of the Year".

The candidate is not selected as the "best classified employee," but one who exemplifies the qualities representative of his/her colleagues in their building or department.

Guidelines

To be nominated the classified employee must be on work agreement of at least Equal to the number of student days. He/She must also have two years of experience within the district, with at least on year in the building or department from which he/she is nominated.

The selection process will consist of the following:

1. Names of candidates will be submitted to the Principal or Supervisor by any classified member from the building or department. On or before May 1 of each year the Principal or Supervisor and the Superintendent will choose an Employee of the Year to represent that building or department.

The selection criteria shall include, but not be limited to, the following:

- a. Total years of service with the district
- b. Attendance records
- c. The employee's yearly evaluation
- d. Any other data pertinent to the nomination

It shall be the option of each building or department to honor an employee each month.

2. The name of the building nominee will be submitted to the District Office, along with a letter(s) of recommendation from his/her Principal or Supervisor, and one from the nominee with a brief history of himself/herself.
3. The District Selection Committee will consist of the Superintendent or his designee, the Employee of the Year from the prior year, A.E.A. Representative and the District Supervisors. The committee will recommend one candidate to the Board of Trustees for consideration as the Aberdeen School District Classified Employee of the Year.

4. A stipend will be awarded to the “Employee of the Year” in the following amounts:

Department or Building Level	\$100.00
Plus	
District Level	\$250.00

5. The buildings or departments may be represented by one candidate each in the final selection:

1. All Class Room Aides
2. Secretarial/Custodial/Food Service
3. Transportation

6. Those employees not eligible for selection will be the Transportation Supervisor, Maintenance Supervisor and the Food Service Supervisor.

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ADOPTED: January 12, 2000

REVISED: April 19, 2000

