

The Minidoka County Joint School District # 331 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 District Classified Employee of the Year. Each building shall select a Classified Employee of the Year to be nominated for District Classified Employee of the Year. The district honored individual will be selected from these nominations at the end of the school year.

A “Classified Employee of the Year” will be chosen in the district during the first week of each month, following the schedule outlined in item 5. Each building /department may honor their selected employee of the year/nominee as 'building employee of the year'.

To be nominated, the nominee must also have two years of experience within the district, with at least one year in the building or department from which he/she is nominated.

The local units may develop their own procedures to nominate their specific classified employee/nominee.

The district selection process will consist of the following:

1. Names of candidates for Classified Employee of the Year will be submitted to the Principal or Supervisor by any staff member from that building or department. The selection criteria shall include, but not limited to, the following:
 - a. Total years of service with the district
 - b. Attendance records
 - c. The supervisor’s recommendation
 - d. Any other data pertinent to the nomination
2. The name of the building nominee will be submitted to the Central Office, district attendance clerk, during the week after the selection is made, but at least by the 10th of the month. The name must be submitted along with a letter(s) of recommendation from his/her Principal or Supervisor, and one from the nominee with a brief personal history of the nominee.
3. The District Selection Committee will consist of the Superintendent or his designee, the Employee of the Year from the prior year, and one of the Supervisors listed in guideline 6 of this policy. ~~At the May Board Meeting, the committee will recommend one candidate to the Board of trustees from those selected as Classified Employee of the Year for consideration as the Minidoka School District Classified Employee of the Year.~~
4. Stipends will be awarded to the “Classified Employees of the Year” and ‘Classified District Employee of the Year’ in the following amounts: (These stipends are to be paid the month following selection of the individuals through the regular payroll process and are subject to payroll taxes.)
 - a. Departments or Building Level Employee of the Year \$250.00

b. District Employee of the Year

\$750.00

5. Buildings and departments are to follow the schedule listed below in selecting a 'Classified Employee of the Year.' These individuals will be nominated for 'District Employee of the Year.'

TEACHER & EMPLOYEE OF THE YEAR NOMINATION SCHEDULE

<u>Month:</u>	<u>Site/Department:</u>	<u>Certified Employees:</u>	<u>Classified Employees:</u>
SEPTEMBER	Acequia Elementary	1	1
OCTOBER	Heyburn Elementary	1	1
NOVEMBER	Paul Elementary	1	1
DECEMBER	Rupert Elementary	1	1
JANUARY	Other Schools & Departments*	1	1
FEBRUARY	East Minico Middle School	1	1
	West Minico Middle School	1	1
MARCH	Minico High School	1	1

The Teacher/Employee of the Year Banquet will be scheduled in April. ~~The Retirement Banquet will be scheduled in May.~~ The District Committees must meet on or before the first week of April to make the final selections.

* Other Schools & Departments include Mt. Harrison/IYR/JDC, Federal Programs, Special Services, Transportation, Central Office, and other department employees not assigned to a school building. The Other Schools & Departments Committee must meet before the last week in January to make the final selections.

Employees from Maintenance/Custodial and Food Services who are assigned to buildings are ~~and~~ covered under the site nomination.

6. Those employees not eligible for selection will be the District Level Supervisors of the following departments: Food Service, Maintenance, Technology and Transportation.

(See page 3 for Nomination Form)

LEGAL REFERENCE: IRS Code §132

ADOPTED: April 18, 1995

AMENDED/REVISED: Dec. 20, 1999, Nov. 20, 2000, Feb. 26, 2001, Dec. 16, 2002, May 16, 2005, May 15, 2006, April 16, 2007

NOMINATION FORM FOR CLASSIFIED EMPLOYEE OF THE YEAR

Name _____

Building or Department _____

Job Title _____

Years of Experience _____

1. In what ways has this employee demonstrated his/her skills and innovation in his/her job assignment?

2. In what ways does this employee display a positive attitude?

3. List examples of how the employee interacts with students, parents and co-workers.

4. How has this employee demonstrated growth in his/her assignment?

5. What is the nominee's philosophy of his/her role as a support person of the educational process?