

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 “Building 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.

It is the policy of the District to also recognize the importance of having competent professional teachers. In appreciation of the District’s exceptional and talented teachers, the Board of Trustees shall annually recognize a “District Teacher of the Year”. Each building shall select a “Building Teacher of the Year” to be nominated for the District’s award. The District Teacher of the Year will be selected from the list of employees chosen as Building Teacher of the Year during the year.

A Classified Employee of the Year and Teacher of the Year will be chosen from among the staff working in each building during the first week of the month listed for their building in the Employee of the Year Nomination Schedule below. Each building/department may honor their selected employee of the year nominees as they see fit.

The Board of Trustees also recognizes the significant impact that our administrators and department supervisors have in the education of our children and will acknowledge that impact through an Administrator/Supervisor of the Year Award.

### **Building/Department Nomination Process and Criteria**

To be nominated, the employee must 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 district nomination process will consist of the following:

1. Names of candidates for Building Classified Employee of the Year and Teacher of the Year will be submitted to the Principal or Supervisor by any staff member from that building or department using the attached Employee of the Year Nomination Form. The selection criteria shall include, but is 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. Employees from Maintenance/Custodial and Food Services who are assigned to buildings are covered under the building nomination.
3. A Teacher of the Year candidate:
  - a. shall exemplify the professional qualities representative of a professional educator,
  - b. at the time of nomination must be a practicing certified employee, and
  - c. must have at least three (3) years of teaching experience.

4. Each building/department may develop their own procedures to nominate their Employee of the Year candidate(s). However, a building selection committee, consisting of a minimum of three (3) teachers, two (2) classified staff, and the building principal is recommended.
5. The name of the building nominees will be submitted to the District Service Center, c/o the Board Clerk, at least by the 10th of the scheduled month.
  - a. The Classified Employee of the Year nomination must be submitted along with a nomination packet which includes: letter(s) of recommendation from his/her Principal or Supervisor, one from the nominee with a brief personal history of the nominee, and the nomination form.
  - b. The Teacher of the Year nomination must be submitted along with all items on the District Teacher of the Year Checklist.
6. Buildings and departments are to follow the schedule listed below in selecting a Building Classified Employee and Teacher of the Year. These individuals will be nominated for District Classified Employee of the Year.

**Administrator/Supervisor of the Year Nominations**

Any employee in the district may nominate an Administrator or Supervisor for recognition as Administrator/Supervisor of the Year. Those who qualify for these nominations are:

- Full-time principals, full-time vice principals, certified central office program directors
- Transportation, Maintenance, Food Service, Information Technology Supervisors

These nominations must be submitted as outlined in step 5 above by the first week in January.

**EMPLOYEE OF THE YEAR NOMINATION SCHEDULE**

| <b><u>Month:</u></b> | <b><u>Site/Department:</u></b> | <b><u>Certified Employees:</u></b> |    | <b><u>Classified Employees:</u></b> |
|----------------------|--------------------------------|------------------------------------|----|-------------------------------------|
| JANUARY              | Transportation                 |                                    |    | 1                                   |
|                      | Other Schools & Departments*   | 1                                  |    | 1                                   |
|                      | Administrator/Supervisor       | 1                                  | or | 1                                   |
| FEBRUARY             | Acequia Elementary             | 1                                  |    | 1                                   |
|                      | Heyburn Elementary             | 1                                  |    | 1                                   |
|                      | Paul Elementary                | 1                                  |    | 1                                   |
|                      | Rupert Elementary              | 1                                  |    | 1                                   |
|                      | MARCH                          | East Minico Middle School          | 1  |                                     |
|                      | West Minico Middle School      | 1                                  |    | 1                                   |
|                      | Minico High School             | 1                                  |    | 1                                   |

\*Other Schools & Departments include Mt. Harrison/FYR/JDC, Total Learning Center, Federal Programs, Special Services, District Service Center, Food Service, Maintenance, Technology and other department employees not assigned to a school building. The Other Schools & Departments Committee must meet before the last week in December to make the final selections.

**Selection Process and Recognition**

To be nominated, the employee 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.

1. The District Selection Committee for Classified Employee of the Year and Teacher of the Year will consist of the Superintendent or his designee, the Employee of the Year from the prior year, and one Administrator and one Department Supervisor not nominated for that year. The District Selection Committee must meet on or before the first week of April to make the final selections.
2. Stipends (to be paid only after submission of the completed nomination packet on the month following selection through the regular payroll process and are subject to payroll taxes) will be awarded to the Building Classified Employees of the Year and District Classified Employee of the Year in the following amounts:
  - a. Department or Building Classified Employee of the Year \$250.00
  - b. Department or Building Teacher of the Year \$250.00
  - c. District Classified Employee of the Year \$750.00
  - d. District Teacher of the Year \$750.00
  - e. Administrator/Supervisor of the Year \$750.00
3. The Employee of the Year Recognition ~~Banquet~~ Reception will be scheduled in April of each year.

**LEGAL REFERENCE: IRS Code §132**

**SEE ALSO: 405.70F Employee Recognition Forms**

**ADOPTED: November 17, 2014**

**AMENDED/REVISED: December 15, 2014**