Classified Quarterly Employee Award
Nomination Form

An employee's supervisor or other management, classified or confidential staff, teacher, community member, and/or students may submit a nomination.

➢ **The employee must meet the nomination criteria on page 4.**
➢ Nominations are due in October (First Quarter), January (Second Quarter), and April (Third Quarter). All Nominations will be cumulative for the year.
➢ Employees may be nominated one or more times, and are eligible to receive the award more than once, as long as at least 4 years have passed since their previous award.
➢ *Awards will be presented at a Personnel Commission Board Meeting during the months of November - First Quarter, February - Second Quarter, and May - Third Quarter.*
➢ *All Classified Quarterly Employee Award winners will be reviewed in July to select the recipient for the Loretta Edwards Employee of the Year Award, which is presented in September of each year at a Board of Trustees Meeting.*

In recognition of exemplary job performance and outstanding contributions to the Madera Unified School District, I would like to nominate the following employee for the **Classified Quarterly Employee Award**:

Person Being Nominated:

Nominee's Work Site:

Nominee's Position:

Nominated By:

Signature:

Site/Phone/Email:

Date:

Please give specific examples for the following questions:

1. How has the nominee demonstrated leadership service? Consider ways they inspire others, support professional growth, and contribute positively to the work environment.   Please describe and list examples.

2. How has the nominee demonstrated outstanding service to the District? Highlight involvement in initiatives, committees, or events beyond regular duties. Please describe and list examples.

3. How has the nominee supported student success directly or indirectly within their school or department? Please describe and list examples.

4. How has the nominee contributed to the community both within the district and externally? Describe activities, volunteer work, or partnerships.