



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.

- Employee must meet the nomination criteria.
- **Nominations are due September 1 (First Quarter), December 1 (Second Quarter), March 1 (Third Quarter), and June 1 (Fourth 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 October - First Quarter, January - Second Quarter, April - Third Quarter, and July - Fourth Quarter.**
- All Classified Quarterly Employee Award nominations will be reviewed in May to select the recipient for the Loretta Edwards Employee of the Year Award that is presented in June of each year.

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

Name of Nominee: _____

Title: _____

Department/School Site: _____

Nominator's name: _____

Nominator's signature: _____

Email/telephone number: _____

This nomination shall be made in a confidential manner. It should be carefully prepared with compelling justification to address and support for EACH of the four questions listed below (limit to 2 pages).

Describe in detail how this nominee represents the spirit of the award. Please give specific examples to the following questions:

1. How has the nominee demonstrated leadership service?
2. How has the nominee demonstrated outstanding service to the District?
3. How has the nominee demonstrated commitment to the Students within the school site/department (Indirectly or directly)?
4. How has the nominee demonstrated community involvement?

Please complete and attach this form to your nomination letter and to:

Classified Quarterly Employee Award

C/o Isabel Barreras, Director Classified HR

Personnel Commission Office, 1902 Howard Road, Madera, CA 93637

Employee status verified by PC Staff: _____(Y) _____(N)