

Franklin Special School District

CLASSIFIED EMPLOYEE OF THE YEAR NOMINATION FORM

All classified employees who are **full-time** and have been employed for at least **three consecutive years** by the Franklin Special School District are eligible for nomination as “Classified Employee of the Year”. In order to submit an employee **in your building or department** as a nominee, complete this form and return to your building principal or supervisor. Each department/location listed below will have one employee selected from their list of nominees to be a building level employee of the year. Then, one of these 10 employees will be selected as the District’s “Classified Employee of the Year”.

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| <hr/> NAME OF NOMINEE (PRINTED) <hr/> | <hr/> POSITION HELD BY NOMINEE |
| Date Submitted | Full-Time? <input type="checkbox"/> Yes <input type="checkbox"/> No Employed 3 or more consecutive years? <input type="checkbox"/> Yes <input type="checkbox"/> No |

Nominee’s Location/Department (Check One):

Central Office and Central Office Annex (Including WeeMac and Technology)
 Transportation and Maintenance/Landscaping
 School Site: Includes child nutrition, custodians, MAC, nurses, office staff and paraprofessionals
Please check below to indicate specific school site:
 FES FIS FMS JES LES MES PGES PGMS

The criteria for “Classified Employee of the Year” are listed below. Please check the items that qualify your nominee for consideration. Use the space at the bottom to provide details supporting their qualifications based on the criteria checked. You may also attach any documentation or evidence that supports your claim for this individual to be employee of the year in your building or department.

- Employee demonstrates exceptional attendance and punctuality**
- Employee demonstrates outstanding competence in the performance of his/her job requirements and quality of work**
- Employee supports and contributes to the school community (advisory council, volunteers for after school events such as family nights, etc.)**
- Employee takes initiative to improve him or herself as well as his/her school or department**
- Employee has a positive impact on students based on input from parents, colleagues and supervisors (Attach documentation such as letters, notes and e-mails which have been received supporting the employee’s positive impact.)**
