



## USD 415 Employee Recognition Guidelines

**The Board of Education has approved a district recognition program to recognize staff members monthly for outstanding work in support of student learning.** It is designed with the intention to recognize USD 415-Hiawatha Public Schools employees that go above and beyond to meet the academic, social, and emotional needs of our district's students.

Staff may be nominated for this award by any stakeholder group: fellow colleagues, administration, Board members, parents, patrons, and/or students with the attached form.

**Nominations are due the first of every month, October 1<sup>st</sup> through May 1<sup>st</sup>** at the District Office. All nominations not chosen one month will be carried forward for consideration the following month. A staff member may win only once in a given school year.

The special committee appointed by the Superintendent has both classified and certified staff who confidentially consider nominations and approves award winners at a monthly meeting held the week prior to the BOE packet due date. The USD #415 Recognition Awards will be awarded at the regular monthly Board meeting held the second Monday of each month.

Two awards may be given monthly: **(1) certified staff member and (1) classified staff member.**

The winners receive a letter from the superintendent of their pending recognition, and are invited to attend the next scheduled Board of Education meeting for recognition at the beginning of the meeting. The Superintendent will read excerpts from the nomination(s) forms, and the Superintendent and Board President will award a framed certificate.

**All nominators will be kept anonymous.**



## Nomination Form for The Board of Education Recognition Award

**Name of Nominator** \_\_\_\_\_  
(all nominators will be confidential)

**Please circle all that apply:**    Parent                Student                Community Member                Peer

**Name of person I am nominating:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Building/Department:** \_\_\_\_\_

**Why this person deserves to be recognized as a USD #415 for Outstanding Work in Support of Student Learning: (100 words or less)**

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**Please return this form by the 1<sup>st</sup> day of the month to the USD #415 District Office at 706 S. 1<sup>st</sup> Street, Hiawatha, KS 66434 or Fax to 785-742-2301.**

USD #415 is an Equal Opportunity Employer