



Team Player Award Nomination

(Classified Employees Only)

Name of Nominee: _____

Nominee's Position Title: _____

Nominee's Supervisor: _____

Nominated by: _____ Date: _____

Minimum requirements:

Attendance: The employee has an excellent attendance record (as defined in the award definition on the back of this form).

SCOE Performance: The employee has five years of above satisfactory reviews, or all satisfactory evaluations if employed for less than five years.

Integrity: The employee demonstrates skill and ability in providing and serving as a role model in working with others.

Customer Service: The employee provides a high level of service to SCOE clients and the public. Please describe:

Please include specific examples, which would support this nomination such as volunteering in the community or schools.

Additional justification may be submitted; and must be typed, limited to one-half page in length, and attached to this nomination form.

Return to Nicole Rosaschi in Human Resources by April 7, 2017

HR Use Only:

Has not been a recipient within the last 5 years.

Personnel Commission Team Player Award Program

Award Selection Criteria:

- **Attendance:** The employee must have an excellent attendance record. An excellent attendance record is defined as follows:
 - The employee does not have any current attendance issues as determined by the employee's supervisor.
- **SCOE Performance:** The employee must have at least five years of continuous above satisfactory evaluations, or all above satisfactory evaluations if employed less than five years.
- **Integrity:** The employee performs his/her job duties and community work with a high level of integrity and demonstrates skill and ability in providing and serving as a role model in working with others.
- **Customer Service:** The employee provides high quality service to SCOE clients and the public. May be demonstrated by customer service surveys, letters, or comments on the employee's evaluation; and/or community service that enhances the education of students in Sonoma County.

Nominations:

Anyone may nominate a classified SCOE employee for this award. Eligible nominees must not have been a recipient of the Team Player Award within the last 5 years. Nominations are accepted from March 7 – April 7. All nominations will be reviewed by the employee's supervisor, and verified by Human Resources, to determine if the employee meets the above criteria.

Award Selection:

The Personnel Commission will consider all nominations that meet the award criteria, and will make the final selection of the recipient of the Personnel Commission Team Player Award.

Award Presentation:

The award will be presented to the selected employee at a Commission recognition ceremony.

Award:

The award will be a VISA gift card for \$300.