



# 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 and has been employed by SCOE for a minimum of one year (from the date of nomination).
- 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.

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**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 6, 2018*

**HR Use Only:**

- Has not been a recipient within the last 5 years.
- Has been employed for minimum one year.

## 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 and has been employed by SCOE for a minimum of one year (from the date of nomination).
- **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 and must be employed with SCOE for a minimum of one year. Nominations are accepted from March 6 – April 6. 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.