

Employee of the Month Nomination Form

GUIDELINES

I. Purpose

The Employee of the Month program is established for all staff of the Fairview School District and designed to recognize excellence.

II. Criteria for Nominating an Employee of the Month

Staff members may be nominated for this award for their exemplary achievements or efforts in one or more of the following areas:

- Makes a difference to Fairview School District and/or to members of the community.
- Goes above and beyond expectations.
- Excels as a team player.
- Strives to bring out the Fairview School District “spirit” in others.

III. Eligibility

Any staff member that has been employed for at least six (6) months is eligible. Employees under disciplinary action in the past year and members of the Employee of the Month Committee are not eligible.

IV. How to Nominate

Complete the nomination form. Fairview School District students, employees, and visitors are encouraged to submit nominations at any time; however, completed nominations should be returned to the Superintendent’s office by the first day of the month. If mailing the form, please send to Kathi Umpleby, Central Administration Building, 7460 McCray Road, Fairview, Pennsylvania 16415. Nominations and supporting material will be reviewed by a committee, and the recipient will be announced at the Board of Education meeting.

Employee of the Month Application

I. Nominee Information

I nominate the following staff member for the Fairview School District Employee of the Month.

Name: _____
Department: _____ Position: _____

II. Nominator Information

Please check one:

I (Nominator) would like to attend the Fairview School District recognition event.
 I (Nominator) **would not** like to attend the Fairview School District recognition event.

Name: _____

Faculty Staff Student Other

e-mail or phone: _____

Signature: _____ Date: _____

Please answer any or all of the questions that apply to your nominee:

How did your nominee make a difference to the Fairview School District? (Attach an additional sheet if necessary)

How did your nominee go above and beyond your expectations? (Attach an additional sheet if necessary)

How did your nominee excel as a team player? (Attach an additional sheet if necessary)

How did your nominee bring out the Fairview School District "spirit" in others? (Attach an additional sheet if necessary)

Completed nominations should be returned to the Superintendent's office by the first day of the month. Applications will be considered for a period of 12 consecutive months by the Employee of the Month committee.