Support Staff
Employee of the Year
Award Program

Sheboygan Area School District
Support Staff Employee of the Year Award Program

The Support Staff Employee of the Year Award is a recognition program whereby the Sheboygan Board of Education has the opportunity to recognize outstanding achievement by a member of the support staff in the Sheboygan Area School District. The purpose of the nomination process is to provide a systematic method to identify this individual and ensure that s/he receives appropriate recognition for their efforts on behalf of the students in the school district.

Who Can Be Nominated?
This award is open to all members of the Support Staff. It can be awarded to an individual who works full- or part-time in any capacity in one of the following support staff positions:

- **Category 1** — Carpenters, Custodians, Electricians, Instructional Technology Support, Mechanics, Network Support, Painters, Plumbers, and Technicians
- **Category 2** — Aquatics Coordinators, Bus Safety Assistants, Child Care Coordinators, Educational Assistants, Family-School Liaisons, Interpreters or the Deaf and Hard of Hearing, Nurses, Occupational Therapy Assistants, Physical Therapy Assistants, School Security Officers, and Security Assistants
- **Category 3** — School Nutrition Employees
- **Category 4** — Assistant Wellness Coordinators, Executive Assistants, Foster Grandparent Director, Payroll Specialists, School Interpreters, and Secretaries

Who Can Nominate?
A support staff employee may be nominated by any previous or current Sheboygan Area School District employee, previous or current SASD student, parent of a previous or current SASD student, community member, community agency, or someone with a working relationship with the nominee. An individual may nominate more than one support staff employee for these awards. The District desires to have the widest possible participation in this program and ensure that every support staff employee who performs outstanding service has the opportunity to be nominated.

Qualifications of Nominee
Nominees can be full- or part-time support staff employees, but must have a minimum accumulated total of three years of support staff service in the Sheboygan Area School District. The nominee need not have served in any one position for the three-year period, but the cumulative total of regular support staff service is to be at least three years.

Previously nominated support staff may be considered for the Teacher of the Year Award, provided the nominee continues to meet the eligibility requirements. Nominees may not receive the award in two consecutive years.

During that time, the individual should have performed their duties in such an outstanding manner that they significantly contributed to the functioning of the Sheboygan Area School District. This may or may not include functions outside the regular scope of their job duties.

Additional volunteer work in service to the District may be used to support a nomination; however, the basic qualification should involve the work done by the employee during the regular course of their employment. The Sheboygan Area School District has many fine support staff employees. The purpose of this award is to identify those individuals whose service has been truly outstanding in its contribution to the overall purposes of District.

How Do I Nominate Someone?
Each nomination must have this form completed in order to be considered for the Support Staff Employee of the Year Award. Please read all sections carefully before completing the nomination materials.

1. Please print legibly or type all responses and limit answers to the space provided.
2. Letters of recommendation will be limited to three one-paged documents. The letters of recommendation must accompany the nomination application.
3. Do not submit nomination materials separately. To ensure fair consideration of each nomination, those applications that are not submitted with all required information in one complete package will not be considered.
4. Do not submit material other than the nomination form and letters of recommendation (such as cover letters or resumes). Superfluous materials will not be used in the selection process.
5. Nomination forms and letters of recommendation must be completed and returned to the Department of Human Resources, 830 Virginia Avenue, Sheboygan, WI 53081 on or before 4:00 p.m. on the first Monday in March. The award recipients will be notified on or before the first Monday in April.

Selection Process
Nominations received will be reviewed by the Awards Selection Committee. The committee will consist of the previous year's Support Staff Employees of the Year Award recipients, the Assistant Superintendent of Human Resources (or designee), and members of the Citizens Advisory Committee for Employee Recognition.

Award
The Support Staff Employee of the Year awards will be presented to recipients at the May Board of Education meeting. Each Support Staff Employee of the Year will receive a framed certificate in commemoration of this recognition. In addition, each recipient will receive one personal day to be used by the conclusion of the following school year.

For further information about the Support Staff Employee of the Year Program, contact the Sheboygan Area School District’s Dept. of Human Resources at 459-3553.

Revised 1/2016 bks
Support Staff Employee of the Year Award
Nomination Form
(Please print or type)

Nominee's Name

Position Held  (Use SASD Staff Directory for Position Title)  Work Site

Total years of work in SASD  Years in present position  Category

Brief description of employee's responsibilities

Complete description of employee's qualifications for Support Staff Employee of the Year

Name(s) of nominator(s)

Signature(s) of nominator(s)

Affiliation or work location of nominator(s)  Date

Signature of Administrator/Supervisor (optional)