



## Employee Recognition Nomination Criteria and Process

Any one or a combination of the following criteria may be considered when nominating staff for recognition:

1. Single significant acts worthy of recognition.
2. Successful projects worthy of recognition.
3. Long-term excellence in a position.
4. Demonstrates professional growth – lifelong learner.
5. Contribution(s) to organizational growth and development.
6. Demonstrated exemplary leadership qualities.
7. Recognition by outside organizations.
8. Demonstrated high degree of pride in work and exemplary work ethic.
9. Outstanding contributions to school, school system, and/or community.

### Nomination Process

- CCPS employees currently working at a school or center may be nominated.
- Nominee must be employed a minimum of three (3) full years, have satisfactory evaluations and have not been a recipient of this award in the past five (5) years.
- Employees may be nominated by CCPS staff through their Administrator.
- Nominations are submitted monthly to the Human Resources per the rotating schedule.
- Only one nomination per school or center according to the rotating schedule.
- Human Resources staff verifies eligibility and submits names for monthly recognition to the Superintendent of Schools and the Executive Director of Human Resources.
- Human Resources will notify the principal if the employee was selected or not selected.
- Honorees and their principal receive a letter from Human Resources congratulating them on their nomination and requesting their presence at the next regularly scheduled Board of Education meeting for recognition.

Completed nomination forms are to be returned to the Charles County Public Schools, Office of Human Resources, Attention: Ramona DiBenedetto  
([rdibenedetto@ccboe.com](mailto:rdibenedetto@ccboe.com))