

Outstanding Classified Personnel Award Cover Page

All nominations are due by 3:00 p.m. on March 1, 2019

Name of Nominee _____

Nomination Category _____

Work Location _____

Checklist of required binder materials:

Completed Cover Page

Must be the first page in the binder and date stamped by the Office of Human Resources no later than **3:00 p.m. on March 1, 2019**.

Binder no larger than 2 inches and includes page protectors.

Career list which includes dates, location, and positions held.

Description of contributions in each of the nomination criteria areas.

Brief statements of support which include:

Ten (10) for building service, food service, instructional support and secretarial.

Eight (8) for maintenance, information technology, and central office support staff (including Annex I and II).

Maximum of fifteen (15) pages.

Contact Person:

Name: _____ Phone: _____

Position: _____ E-mail: _____

Name of each committee member:

Thank you for your nomination for the Outstanding Support Award. The selected honoree will be notified by the Office of Human Resources and will be recognized at the **June 11, 2019** Board Meeting.