



Charles County Public Schools

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Nikial M. Majors
Executive Director of Human Resources

August 8, 2018

TO: A & S Staff
Principals
Katie O'Malley-Simpson

THROUGH: Amy Hollstein
Deputy Superintendent

FROM: Nikial M. Majors, SPHR, SHRM-SCP
Executive Director of Human Resources

SUBJECT: Outstanding Classified Personnel Awards

Attached please find Charles County Public Schools' Outstanding Classified Personnel Award form and brochure. Your help in publicizing and participating in the program to ensure its success is appreciated.

This award will include seven categories: **Building Service; Food Service; Instructional Support; Secretary; Maintenance; Information Technology; and Central Office Support Staff (including Annex I and II)**. To be eligible, the employee must be: a full-time support employee; employed by CCPS for a minimum of three (3) completed years in the area for which they are nominated; and have not been previously selected as a recipient of this award within the past five (5) years. Please post this notification in a highly visible place.

Nomination materials must be in a presentation binder in the following order:

- Nomination cover, including the contact person and committee members
- Overview of career to include dates, locations, and positions held
- Description of contributions in the nomination criteria areas
- Statements of support as listed for each category under the nomination process
- Nomination binders are not to exceed a maximum of fifteen (15) pages

All nomination materials must be received by the Office of Human Resources no later than **3:00 p.m.** on **March 1, 2019**. Nominations may be submitted by school system employees, students, and parents. Employees may not nominate themselves.

If you have any questions, please contact Ramona DiBenedetto at 301-934-7255 in the Office of Human Resources.

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