



EMPLOYEE RECOGNITION

Please join us as we celebrate “YOU” and recognize fellow employees who go above and beyond.

The CCUSD Recognition Committee invites you to make a difference for a staff member (certified or classified) in your District. When you see a colleague exhibiting our values or delivering great performance, you can recognize them with one of the following nominations.

There are two ways to recognize a fellow employee:

- 1) Complete an **Employee of the Month (EOM)** nomination form.

This form can be accessed on Google Docs using the link below. The nomination form is sent to the supervisor for signature before being considered by the Recognition Committee.

[CCUSD Employee of the Month Nomination Form](#)

The completed nomination form will automatically be sent to the Recognition Committee for consideration at the monthly meeting.

Remember to tell the whole story of how your nominee goes above and beyond the call of duty and give specific examples.

- 2) Complete an **Inspiration Citation** note.

Inspiration Citation notes can be delivered at any time, by anyone, to let employees know how much we appreciate all they do to Inspire Excellence in CCUSD.

You can find blank Inspiration Citation forms at your sites front office. You may also download the note from the CCUSD website under Staff, Awards & Recognition, Employee Inspiration Citations.

Remember to send the white copy of your Inspiration Citation to the person you are recognizing. Send the yellow copy to the District Office Receptionist for a chance to be chosen for donated gifts each month at the Recognition Committee meeting. If you download the form and complete it, give the original to the person you are recognizing and send a copy to the District Office.

What is the difference between an Employee of the Month recognition and Inspiration Citation?

The main difference is that an Inspiration Citation is immediate person-to-person recognition. Anyone can show their appreciation to a fellow employee by presenting an Inspiration Citation as a way of acknowledging and thanking them. Once a month, the Recognition Committee meets and randomly chooses 10 of the Inspiration Citation copies that were submitted, and those winners receive a gift that was donated such as a gift card, certificate for services, and more.

While anyone can also recognize a fellow employee via the Employee of the Month nomination form, the process is a bit more involved. The nomination form needs to be completed with as much detail as possible because this helps the Recognition Committee during the selection process. The nomination form must also be signed by the nominee’s supervisor prior to submission (the Google Form will be sent to the supervisor upon receipt electronically).

Once a month, 8 employees are chosen from all of the properly submitted Employee of the Month nomination forms. These winners are notified by their supervisors in a special way and receive a letter, plaque, and attend a recognition breakfast hosted by the Superintendent. Employees of the Month are also recognized on the CCUSD website, along with a group photo from the breakfast.

Employee of the Month Nomination forms that are not selected are kept for continued consideration. At times, the Recognition Committee might ask the nominator for some additional details.

Can I submit both an Employee of the Month nomination form and Inspiration Citation note?

Yes, you can submit both for the same nominee. For additional questions, feel free to contact Heather McGillivray, District Office Receptionist and member of the Recognition Committee at 480-575-2000 or hmcgillivray@ccusd93.net

 INSPIRATION CITATION
<i>Name:</i> _____
<i>School/Dept.</i> _____
<i>Inspires us because...</i> _____

<i>Originator</i> _____ <i>Date</i> _____