



EMPLOYEE RECOGNITION

The CCUSD Recognition Committee invites you to make a difference for a staff member (certified or classified) in our District. We all know of someone who is deserving of recognition during the school year.

There are two ways to recognize a fellow employee:

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

This is a form that you will receive via email once a month from the Recognition Committee. You can also download it from the CCUSD website under Staff, Awards & Recognition, Employee of the Month or access the nomination form on google docs using the link below. The google form is sent to the supervisor for signature before being considered by the Recognition Committee.

https://docs.google.com/forms/d/e/1FAIpQLSefVmxt3qjvDQ7b5z7q9Hz5glckxQhcn_98RzAPSgyAZAeP1g/viewform

Complete the nomination form and send to Lori Lundberg, District Office Receptionist, for consideration at the Recognition Committee monthly meeting. You can scan, fax (480-488-7055) or send it interoffice mail.

Remember to tell the whole story of how your nominee goes above and beyond the call of duty and get the supervisor's signature.

- 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.

The Inspiration Citation note will be sent via email once a month from the Recognition Committee, but there are hard copy note pads in every school office. You can 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 (Lori Lundberg) 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 get 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 chosen 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 Lori Lundberg, District Office Receptionist and member of the Recognition Committee at 480-575-2000 or llundberg@ccusd93.org



CAVE CREEK UNIFIED SCHOOL DISTRICT
The Recognition Committee

Employee of the Month Nomination Form
2017-2018

Classified Certified Administrative

Name of nominee: _____ Date: _____

School or Department _____ Current Position: _____

Signature of Supervisor required prior to submission: _____

Supervisor comments: _____

1. This person would be a perfect choice for Employee of the Month because: _____

2. He or she has gone above and beyond the call of duty and/or has been an inspiration to many people by: _____

Use back of page if needed

3. Three words I would use to describe this person are: _____, _____,
and _____.

4. Please attach any supporting documentation or additional information. More than one nomination per person may be submitted. The Recognition Committee reviews all nominations and makes selections based on qualifications, and indicators.

Signature of nominator: _____ Date: _____

Print nominator name: _____



INSPIRATION CITATION

Name: _____

School/Dept. _____

Inspires us because... _____

Originator _____

Date _____



INSPIRATION CITATION

Name: _____

School/Dept. _____

Inspires us because... _____

Originator _____

Date _____



INSPIRATION CITATION

Name: _____

School/Dept. _____

Inspires us because... _____

Originator _____

Date _____