

Supporting Services Employee of the Year Award

Champions for Children 2019

SEIU Local 500 has established the Supporting Services Employee of the Year Award to be presented to a supporting services employee who has made an outstanding contribution to MCPS. This employee must exemplify the motto "Education Works Because We Do."

Nominations will be reviewed for the following criteria:

- Initiative, Creativity, Skill, and Dedication
- Contributions to the students, staff, and/or the broader community
- Respect and Admiration
- Leadership
- Interpersonal Skills

The award will be presented at the "Champions for Children Gala." The recipient will receive a \$1,000 cash award.



Stephen Ricketts, Building Services Manager, at Hallie Wells Middle School, received the 2018 Supporting Services Employee of the Year Award.



Supporting Services

Employee of the Year Award 2019

Nomination Criteria

- » Nominee must be an active support professional, in a permanent position, and have a minimum of three years of service with MCPS.
- » Exhibit contributions to students, staff and the community.
- » Professionalism displayed in performance of his/her job.

Who Can Nominate?

- » Administrators/supervisors, teachers, other supporting service employees, students or community members may submit nomination applications. Self-nominations are also accepted.
- » SEIU Local 500 Executive Board members are ineligible for nomination.

Nomination Process

- » **Nominator** must submit a signed and dated letter (**not to exceed two typed pages**) describing why the nominee should receive the Supporting Services Employee of the Year award.
- » Completion of the General Information and Administrator/Supervisor Nomination Form is required.

*Deadline for receipt of
nominations is
5:00 p.m. on
December 20, 2018*

- » **Faxed or e-mailed documentation will not be accepted.**

Letter of Support Guidelines

- » Letters **must** be signed, dated and indicate the title or position of the nominee.

In addition to the nominator's letter, a minimum of two and maximum of four letters of support must accompany nomination form.

- » One of the letters of support must come from an administrator/supervisor.
- » Other letters of support may come from coworkers, parents, students, or members of the community.

Selection Process

Nominations will be reviewed by members of the SEIU Local 500 Executive Board and members of the Labor-Management Committees. A semi-finalist from each chapter will be selected. The Champions for Children Final Selection Committee, composed of representatives from all three MCPS unions and the community at large, will determine the winner of the award.

Nominations should be sent to:

Ruth Musicante
Chairperson
Champions for Children
SEIU Local 500
12 Taft Court, 2nd Floor
Rockville, MD 20850

SEIU Local 500

Supporting Services Employee of the Year Award Nomination Form

Nominee General Information - PLEASE PRINT

Nominee Name

Nominee E-mail Address

Nominee Address

Nominee Work Location

Nominee City, State and Zip

Nominee Job Title

Nominee Home Telephone

Nominee Total Years of MCPS Employment

Nominator Information - PLEASE PRINT

Nominator Name

Nominator Telephone Number

Nominator Address

Nominator E-mail Address

Nominator City, State and Zip

Nominator Signature (Required)

Administrator/Supervisor Information - PLEASE PRINT

Administrator/Supervisor Name

Administrator/Supervisor E-mail Address

Administrator/Supervisor Title

Administrator/Supervisor Telephone

Administrator/Supervisor School/Office

Administrator/Supervisor Address

Administrator/Supervisor Signature (Required)

Administrator/Supervisor City, State and Zip

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Submission Checklist

For easy reference, use this checklist when submitting your nomination packet.

- _____ 1. Completed Nomination Form (on reverse side).
- _____ 2. Minimum Of two, **maximum** of four letters of support, one of which must be from an **administrator or supervisor**.
- _____ 3. A **signed** and dated statement from the nominator, **not to exceed two typed pages**, describing why the nominee should receive the award.
- _____ 4. Nomination form must be complete and submitted together with letters of support **at the same time** to the awards committee. No faxes or e-mails will be accepted.
- _____ 5. Only items that were requested are included in the packet. **Nomination packets are automatically disqualified if more/less information is received.**
Nominations received after the deadline will not be considered.

For more information, please contact: **Ruth Musicante**, through Outlook, or **SEIU Local 500** at (301) 740-7100 or www.seiu500.org.