

ADMINISTRATIVE REGULATION

Placentia-Yorba Linda Unified School District

Personnel

4141/4241 - AR

AWARDS TO EMPLOYEES

Purpose and Scope

To provide an opportunity for the Board of Education to recognize significant contributions made by employees toward improving the quality of programs and services provided to students

B. General

1. Awards may be made by the governing board to current district employees who
 - a. Propose procedures or ideas which thereafter are adopted and realized by the board and which result in eliminating or reducing district expenditures or improving operations; or
 - b. Perform special acts or special services in the public interest; or
 - c. By their superior accomplishments, make exceptional contributions to the efficiency, economy or other improvement in operations of the school district;
 - d. Exhibit exemplary service to students.

A. Forms Used and Additional References

Employees of the Year nomination form

D. Procedure

1. **Selection Committee**

The Employee of the Year/Merit Awards Committee shall be comprised of at least one representative from the teachers' association, classified employees' association and management employees' association.

The awards committee will be chaired by the Public Information Officer.

2. **Selection Procedure**

Nomination forms will be widely disseminated and available to all district employees.

Nominations may be submitted for any district employee, with the exception of the Superintendent or Assistant Superintendents.

All applications will be due on the same day and shall be in conjunction with the timeline established for Orange County Teacher of the Year applications.

3. Categories

The following Employees of the Year will be selected:

- a. **Teachers of the Year.** Three teachers of the year shall be selected. Since the district's Teachers of the Year advance to county-level competition, the number of teachers of the year is determined by the number allotted by the Orange County Department of Education.
- b. **Classified Employees of the Year.** Three classified employees of the year shall be selected from among three different categories.
- c. **Managers of the Year.** Two managers of the year shall be selected.

4. Recognition

Employees of the Year will be recognized at a Board meeting in May. Each Employee of the Year will be presented with a check in the amount authorized by the Board of Education.

An annual budget appropriation shall be established to provide funds to pay costs associated with the Placentia-Yorba Linda Unified School District's Employees of the Year program.

E. Reports Required

None

F. Record Retention

None

G. Responsible Administrative Unit

Superintendent's Office

H. Approved by:

Suzette Lovely

1/17/12

Dennis Smith

1/17/12

Responsible Division Head

Date

Superintendent

Date