

Guidelines for Outstanding Employee Awards

The Committee shall use the criteria listed below for the selection of Outstanding Employee Award recipients.

A. Number of Awards

Two awards shall be given annually. One shall go to an elementary employee and the other to a secondary employee.

B. Eligibility

All support personnel who have five (5) or more years of service in Penn Manor School District shall be eligible.

C. Qualities to be Evaluated

The recipients shall be judged on their ability to support the educational program and the quality of their relationships with staff and students.

D. Nominations

Nominations shall be solicited in the form of letters of recommendation, e-mails, or completed nomination forms supplied by the School District. Nominations shall be accepted from students, parents/guardians, colleagues in the Penn Manor Schools.

E. Selection

School Board members assigned to employee recognition functions, the Business Manager, Director of Support Services, Director of Buildings and Grounds, as well as Building Principals shall comprise the Outstanding Employee Selection Committee. All nominations shall be reviewed by this committee and the two winners chosen. Each person shall be considered as being nominated only once regardless of the number of letters which are received for any one individual.

F. Notification of Nominees

All nominees for the Outstanding Employee Awards shall be notified of this recognition by the Superintendent. Letters of nomination, nomination forms, and e-mails, however, shall not be made available to those nominated.

G. Recognition of Winners

Names of the nominees shall not be revealed, just the two winners. The names of these two winners shall be engraved on plates and affixed to the "Outstanding Employees" plaque maintained in the Office of the Superintendent. Public recognition of award winners shall be made at the District annual Employee Recognition Dinner.