

California Community Colleges Classified Employees of the Year

The Classified Employee of the Year awards honor community college classified employees who demonstrate the highest level of commitment to the *Vision for Success*, *the mission of community colleges system and their local district*. Recipients are nominated by their colleagues and endorsed by the local Board of Trustees. A complete nominee information packet must be received by the California Community Colleges Chancellor's Office **March 25th**. Award winners are selected by representatives of the Board of Governors and the Chancellors Office. Up to six recipients will be announced and honored at the May Board of Governors meeting in Sacramento, California, where they will receive a \$500 cash award and plaque.

Classified employees with a minimum of 5 years of service as a permanent employee within the nominating Community College District (full-time or part-time) are eligible for the award. The nominees are evaluated on their commitment to: *the Vision for Success*; the California Community Colleges mission; professional ethics and standards; serving the institution through participation in professional and/or community activities; and serving as a leader beyond the local institution.

Guidelines and Criteria for Selection of California Community College Classified Employees of the Year

Each local Board of Trustees may forward the name of one nominee to the Chancellor's Office for the Community College Classified Employee of the Year Award.

The following guidelines are to be used in making the selection of nominees and finalists.

1. The nominee should be committed to the *Vision for Success*, the California Community College system mission, as well as the mission of the local college district. The essay response should reflect the nominee's commitment.

2. The nominee should be committed to higher standards of job performance and exemplify professionalism. The essay response and supporting letters should reflect this commitment.

- Demonstrates competence and knowledge on the job
- Plays a leadership role in employee/management collaboration
- Promotes collaboration within the work environment
- Is committed to high standards of performance
- Exemplifies professionalism at all times
- Steps up to cooperatively work through problems

3. The nominee should be committed to serving the institution through participation in college, professional and/or community activities. The essay response should demonstrate the nominee's level of involvement.

- Is involved in college and/or district activities
- Organizes others within the work environment
- Promotes open communication among work groups
- Willingness to take the extra step (identify)

4. The nominee should be committed to serving as a leader beyond the local institution through service in local, statewide and/or national activities. There should be evidence of activities that reveal leadership through participation in employee organizations, community groups, or participation in state or national organizations.

- Is involved in professional and/or community volunteerism/activities
- Organizes others within the community
- Acts of service above and beyond the call of duty (identify)

5. Nominations may also be made for classified employees, posthumously, who served a minimum of 5 years as a permanent employee prior to their death and whose date of death is within the current nomination year.