

## Purpose of the Award

This award program recognizes outstanding members of the FCPS support staff from eight broad job categories. Of the eight, one central office and one school-based employee will receive the Support Employee of the Year award.

- Central Office
  - Business Support (includes Food Service, Transportation office/garage employees, Technology Services)
  - Custodian/Maintenance/Warehouse
  - Secretary
- School-based
  - Bus Driver
  - Custodian/Maintenance
  - Food Service
  - Instructional/Special Education Assistant/Community Liaison/User Support Specialist
  - Secretary

\*All support positions are represented by one of the above categories. Contact Communication Services, 301-696-6900, if you have a question regarding a particular job title and the appropriate category.

## Nominators

An FCPS support employee may be nominated for this award by:

- any FCPS employee
- a student or former student
- a parent
- a citizen

## Nomination Criteria

Nominees must be support employees compensated according to the support employee salary scale, employed full-time at least three consecutive years with FCPS, and:

1. Take initiative to go beyond the basic job duties
2. Demonstrate exceptional skill and dedication to the job
3. Contribute to the mission and vision of the school system

4. Are respected by their co-workers
5. Demonstrate an attitude and manner that has a positive effect on others
6. Exhibit exemplary attendance

## Nomination Process

The nomination packet must include and may not exceed:

- The nomination application with the signature of the nominee's principal (school-based employees) or immediate supervisor (non-school-based employees). *Please ask the school principal to send Bus Driver nominations to the Transportation Manager for a signature.*
- A typewritten summary (two-page maximum) explaining how the nominee meets nomination criteria 1-5. Criterion 6 will be addressed on the application by the nominee's supervisor. Please number and address each criterion separately, citing examples of how the nominee meets the criterion.
- At least two letters of support (limit four; no more than one page each).
- *Nominations are due by Thursday, March 28, 2019.*
  1. Use the following naming convention:  
*School Acronym\_Central Office or School Based\_Department\_Nominee First & Last Name.*
  2. Scan and upload your nominations to the link below:  
[Support Employee 2019 Nominations](#)  
*(for best results use Google Chrome)*

## Selection Process

A screening committee will review all nomination materials and select a winner in each of the categories based on the aforementioned criteria.

## Awards and Recognition

FCPS cabinet members will notify the finalists in early May. The Superintendent will recognize and present a trophy to each finalist at the June 12 Board of Education meeting. During the presentation, the Superintendent will announce the school-based and non-school-based Support

Employee of the Year and present each winner with a special award.

**Deadline for Nominations: 3 p.m. on Thursday, March 28, 2019.**  
Questions? Call 301-696-6900 or e-mail [Chastidy.Thomas@fcps.org](mailto:Chastidy.Thomas@fcps.org)



Frederick County Public Schools  
*Reach. Challenge. Prepare.*

## Support Employee of the Year Nomination Checklist

**Deadline: 3:00 p.m., Thursday, March 28, 2019**  
Nominations received after the deadline will not be considered.

### **Your nomination package must include:**

\_\_\_\_\_ The completed nomination application form with supervisor's signature. *\*For bus driver nominations, please ask the school principal to send nomination form to Therese Pelicano or Linda Orey in Transportation for signature.*

\_\_\_\_\_ A typewritten summary (two-page maximum) explaining how the nominee meets nomination criteria 1-5. Please number and cite examples for each of the following:

- \_\_\_\_\_ 1. Takes initiative to go beyond the basic job duties
- \_\_\_\_\_ 2. Demonstrates exceptional skill and dedication to the job
- \_\_\_\_\_ 3. Contributes to the mission and vision of the school system
- \_\_\_\_\_ 4. Is respected by his/her co-workers
- \_\_\_\_\_ 5. Demonstrates an attitude and manner that has a positive effect on others

\*\*Criterion 6 will be addressed on the application by the nominee's supervisor.\*\*

\_\_\_\_\_ At least two letters of support (limit four, no more than one page each)

***Scan and upload your nomination package to:***

[Support Employee 2019 Nominations](#)  
*(for best results use Google Chrome)*

# Support Employee of the Year 2019

## Nomination Application

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**Nominee's Name** \_\_\_\_\_

Work Location \_\_\_\_\_

Number of Years as an Employee of Frederick County Public Schools \_\_\_\_\_

Employee's Position \_\_\_\_\_

Support Employee category (please check one)

Central Office:

- Business Support (includes Food Service and Transportation office/garage employees)
- Custodian/Maintenance/Warehouse
- Secretary

School-based:

- Bus Driver
- Custodian/Maintenance
- Food Service
- Instructional/Special Education Assistant/Community Liaison/User Support Specialist
- Secretary

Please contact Communication Services at 301-696-6900 if you have a question regarding category selection.

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**Nominator's Name** \_\_\_\_\_

Work Location (if nominator works for FCPS) \_\_\_\_\_

Home Address (if nominator does not work for FCPS) \_\_\_\_\_

Daytime Phone \_\_\_\_\_

Relationship to Nominee \_\_\_\_\_

(co-worker, supervisor/administrator, parent, student, community member)

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### Approval (Required) of Principal/Supervisor

By signing this form, I agree that this support employee is deserving of this honor and that the nominee exhibits exemplary attendance satisfying nomination criterion #6.

I support this nomination: \_\_\_\_\_

Print name of supervisor

\_\_\_\_\_  
Signature/Date

Note: It is the nominator's responsibility to obtain the signature of the nominee's principal/supervisor prior to submitting the nomination.