Saddleback College
EMPLOYEE OF THE YEAR AWARD

PURPOSE
The Employee of the Year Award Program recognizes and rewards exemplary performance by Saddleback College employees based both on performance of their responsibilities as outlined in their position description and on their specific contributions to the mission, goals, values, and strategic plan of the College.

WHO IS ELIGIBLE?
All permanent full-time and part-time Saddleback College Classified Staff are eligible. Contribution may be made to any or all of the following: the college, community, students and/or fellow staff and/or faculty members.

A recipient of EOY award is eligible to apply or be nominated again in three years after receiving an award. Nominees are not eligible to serve on the selection committee during the year of their own nomination unless they agree to voluntarily withdraw their nomination.

WHEN WILL THE AWARD(S) ARE GIVEN?
The EOY award will be given annually and announced on or near spring break typically known as "Classified Day".

WHO MAY NOMINATE?
Staff may be nominated by other SOCCCD employees (co-workers or supervisors) or by self-nomination.

WHAT DOES THE EOY RECIPIENT RECEIVE?
The recipient of the EOY award will receive a minimum $300 cash from Foundation funds, a free VIP one-year parking pass, a PIO news release recognizing EOY, and a desk award equal to that of other award recipients on campus. Additionally, the recipient’s name will be memorialized with past EOYs on a plaque in the Administration building.

WHAT IS THE NOMINATION PROCESS?
Nomination forms will be sent to all permanent employees via email by the beginning of the 1st week of February and will be available online at the Classified Senate website - www.saddleback.edu/cs senate/. Other materials used to support the employee’s nomination: individual accomplishments,
abilities and values should match the College’s vision, mission, values, and strategic plan. The College’s strategic plan can be found on the Planning and Research website – www.saddleback.edu/opra/sp/.

WHEN IS THE DEADLINE FOR NOMINATIONS?
The final date and time of submission will be around the last week of February and distributed in an email, on the annual nomination form. All materials will be posted on the Classified Senate website. Incomplete nomination forms and/or forms received after the deadline will not be eligible for review.

WHO WILL REVIEW THE NOMINATIONS?
The Employee Award Selection Taskforce will be a group with annual appointments made up of three (3) or five (5) Saddleback employees as ratified by the entire Classified Senate. The process will include:

- Previous staff award recipients
- Minimum of one part-time staff member
- President-Elect of Classified Senate can be non-scoring or scoring member as determined by the committee at its second meeting after nominations have been made.

The committee will submit the EOY winner to the College President based on scores. In the case of a tie, two (2) recipients can be selected as winners if the consensus of the committee makes the recommendation.

PLEASE NOTE: Multiple nominations can be accepted into the scoring process. For example, multiple nominations for one individual may be scored and then averaged for all written documents presented. The committee will be formed and hold its orientation meeting by the fourth week of January.

INSTRUCTIONS FOR COMPLETING THE NOMINATION FORM:
All fields must be completed on the official nomination form. Typed entries, double spaced, 1-inch margin, Helvetica, 12pt minimum. (Blank fields may negatively impact the scoring results.)

- Name, Title, Department, Division and immediate Supervisor of the nominee and date of submission.
- Comments or quotes about the nominee are encouraged. (especially to be potentially nominated for the state’s BOG award)
SUBMITTING THE NOMINATION:
Nomination forms should be sealed in an envelope marked CONFIDENTIAL Classified EOY Award Nomination and sent to: President's Office, AGB.

1. **Duties:** Provide evidence of exemplary performance with regard to the position’s description of duties, work responsibilities, and associated goals (if applicable) to support positive working conditions or student success. (Limit responses to 500 words.)

2. **Working relationships:** Provide examples of the nominee’s professionalism, positive work relationships and responsibility (*not otherwise detailed in their position description*). Please be specific, including quotes. (Limit responses to 500 words.)

3. **Contributions:** How has the nominee contributed to one or more of the following: the College’s vision, mission, strategic plans and values of Service, Quality, Enthusiasm, Freedom, Respect, Courage? (Limit responses to 500 words.)

4. **Participation:** How has the nominee been involved in any commendable service: campus/civic activities, projects, events, associations/committees that benefitted the college, staff and/or students? What are the 2-3 top things the nominee has done that have benefited Saddleback College or the larger college community? (Limit responses to 500 words.)