

California Community Colleges Classified Employees of the Year

The awards honor community college classified employees who demonstrate the highest level of commitment to professionalism and community colleges. Recipients are nominated by their colleagues and endorsed by the local Board of Trustees. No later than March 10th each local Board of Trustees may forward the information for one nominee to the California Community Colleges Chancellor's Office. Award winners are selected by representatives of the Community Colleges Board of Governors, Chancellors Office, and the Foundation for California Community Colleges. Recipients will be announced and honored at the May Board of Governors meeting.

Up to six recipients are selected and honored annually at the May Board of Governors' meeting. 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 mission of community colleges; professional ethics and standards; serving the institution through participation in professional and/or community activities; and serving as a leader beyond the local institution. A \$500 cash award and plaque is presented to each recipient.

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

Each local Board of Trustees may forward to the California Community Colleges Chancellor's Office the name of one nominee for the Community College Classified Employee of the Year Award sponsored by the California Community Colleges Board of Governors and the Foundation for California Community Colleges and funded by the Foundation for California Community Colleges.

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

1. The nominee should be committed to the fundamental principles of the California Community College mission as well as the mission of the local college district. The response should reflect the nominee's commitment to the college at which the classified employee works.
2. The nominee should be committed to high standards of job performance and exemplify professionalism. The essay response and supporting letters should reflect this commitment.
 - Motivated and interested in the job
 - Demonstrates high skills, 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. There should be evidence of this participation.
 - 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)

Community College Classified Employee of the Year Award Scoring Form

Employee Name: _____

College District: _____

Job Title: _____

Document(s) provides evidence of: (Total Points = 60)	Possible Points	Points Given
Commitment to the fundamental principles of the California Community College mission as well as the mission of the local college district.	1 - 10	
Commitment to high standards of job performance and exemplifies professionalism. <ul style="list-style-type: none"> • Motivated and interested in the job • Demonstrates high skills, 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 	1 - 15	
Commitment to serving the institution through participation in college, professional and/or community activities. <ul style="list-style-type: none"> • 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 	1 - 15	
Commitment to serving as a leader beyond the local institution through service in local, statewide and/or national activities. Evidence of activities that reveal leadership through participation in employee organizations, community. <ul style="list-style-type: none"> • Is involved in professional and/or community volunteerism/activities • Organizes others within the community • Acts of service above and beyond the call of duty 	1 – 15	
Up to five points are possible for additional information.	1 – 5	
Total Points (maximum 60)	60	

Comments and Recommendations:

Rank: _____ of _____

Signature of Reviewer: _____