

Classified Employee of the Year Awards Criteria

The Classified Employee of the Year Awards honor community college classified employees who demonstrate the highest level of commitment to the *Vision for Success* and equitable student outcomes. Recipients are nominated by their colleagues and endorsed by the local Board of Trustees. A complete nominee information packet must be sent via email to info@cccco.edu or postmarked to the California Community Colleges Chancellor's Office, Attn: Classified Employee Awards Program/BOG, 1102 Q Street 4th Floor, Sacramento, CA 95811 by **March 25, 2022**. Award winners are selected by representatives from the Board of Governors, Consultation Council and the Chancellor's Office. Up to six recipients will be announced and honored at the May 23, 2022 Board of Governors meeting, where they will receive a \$750 cash award and plaque.

Classified employees with a minimum of five 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* and equitable student outcomes; professional ethics and standards; serving the institution's diverse student population through participation in professional and/or community activities; and serving as a leader beyond their local institution.

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

Each community college district may submit one nominee information packet to the Chancellor's Office for the California Community Colleges Classified Employee of the Year Awards.

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

1. The nominee should demonstrate commitment to the *Vision for Success* and equitable student outcomes. The essay response should reflect the nominee's commitment.

2. The nominee should demonstrate commitment to a high standard of job performance and exemplify professionalism. The essay response and supporting letters should reflect this commitment with examples of the following:
 - Demonstrates competency and knowledge on the job to serve a diverse student population
 - Plays a leadership role in employee/management collaboration
 - Promotes collaboration within the work environment
 - Committed to high standards of performance
 - Exemplifies professionalism at all times
 - Steps up to cooperatively work through problems

3. The nominee should demonstrate commitment to serving the institution's diverse student population through participation in college, professional and/or community activities. The essay response should demonstrate the nominee's level of involvement with examples of the following:
 - Involvement 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 examples)
4. The nominee should demonstrate commitment to serving as a leader beyond the local institution through 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. The essay response should demonstrate the nominee's level of involvement with examples of the following:
 - Involvement in professional and/or community volunteerism/activities
 - Organizes others within the community
 - Acts of service above and beyond the call of duty (identify examples)
5. Nominations may also be made for classified employees, posthumously, who served a minimum of five years as a permanent employee prior to their death and whose date of death is within the current nomination year.