



## Human Resource Services

# Classified Employee Nomination for Awards

## Classified Champion

Please return this form to the Human Resource Services Office  
School Box 770, or Mail to:  
5735 47th Avenue, Sacramento, CA 95824



**Deadline: 5:00 p.m., February 28, 2018**

The Sacramento City Unified School District will be recognizing classified employees in May or June at the Board Meeting. As a part of the celebration, classified employees will be recognized for their outstanding accomplishments while performing their duties. We all know of employees who go out of their way to provide outstanding services, and this is your opportunity to nominate those classified employees.

To be eligible to be a “Classified Champion,” an employee must be nominated using this form.

### Who can nominate a classified employee for this recognition?

Teachers, administrators, parents, fellow classified employees — anyone can nominate a classified employee for this award.

### Can a person nominate more than one employee?

Yes, provided each nomination is on a separate form (forms may be duplicated).

### Nominating a classified employee?

Please complete the information below and fill out the information on the back of this form. Be sure that Sections 1 and 2 are completed. The nominee does not have to complete any paperwork.



I nominate:

\_\_\_\_\_  
Employee’s Name

\_\_\_\_\_  
School or Work Location

\_\_\_\_\_  
Job Title

**The screening panel members will base their decision entirely on what is written on the back of this nomination form. The back of this form must be completed and signed.**

**Both sections below MUST be completed.**

I nominate: \_\_\_\_\_ for the following reason:

Include what this person does that is above and beyond his or her normal job duty. **Please give examples.** (You may use the space provided below OR attach the information to this form. Be sure to sign the bottom of this form.) Remember to give as much information as possible.

How do the employee's actions **benefit students, the school, the district, or the community?** Why is that important?

**Did you complete both sections?**

\_\_\_\_\_  
Your Name (please print)

\_\_\_\_\_  
School or Work Location

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date