

Supporting Services Employee of the Year Award 2024

Nomination Criteria:

- Nominee must be an active support professional, in a permanent position, and have a minimum of three years of service with MCPS.
- Exhibit contributions to students, staff and the community.
- Professionalism displayed in performance of his/her job.

Who Can Nominate?

- Administrators/supervisors, teachers, other supporting service employees, students or community members may submit nomination applications. Self-nominations are also accepted.
- SEIU Local 500 Executive Board members are ineligible for nomination.

Nomination Process:

- **Nominator** must submit a signed and dated letter (**not to exceed two typed pages**) describing why the nominee should receive the Supporting Services Employee of the Year award.
- Completion of the General Information and Administrator/Supervisor Nomination Form is required.

Letter of Support Guidelines:

- Letters **must** be signed, dated and indicate the title or position of the nominee.
- In addition to the nominator's letter, a minimum of two and maximum of four letters of support must accompany nomination form.
- One of the letters of support must come from an administrator/supervisor.
- Other letters of support may come from coworkers, parents, students, or members of the community.

Selection Process:

Nominations will be reviewed by members of the SEIU Local 500 Executive Board and members of the Labor-Management Committees. A semifinalist from each chapter will be selected. The Champions for Children Final Selection Committee, composed of representatives from all three MCPS unions and the community at large, will determine the winner of the award.

The complete nomination packet must be submitted electronically to memberservices@seiu500.org.

All nominations MUST be received by 5:00 p.m. on December 12, 2023.

SEIU Local 500

Supporting Services Employee of the Year Award Nomination Form

Nominee General Information - PLEASE PRINT

Nominee Name

Nominee E-mail Address

Nominee Address

Nominee Work Location

Nominee City, State and Zip

Nominee Job Title

Nominee Home Telephone

Nominee Total Years of MCPS Employment

Nominator Information - PLEASE PRINT

Nominator Name

Nominator Telephone Number

Nominator Address

Nominator E-mail Address

Nominator City, State and Zip

Nominator Signature (Required)

Administrator/Supervisor Information - PLEASE PRINT

Administrator/Supervisor Name

Administrator/Supervisor E-mail Address

Administrator/Supervisor Title

Administrator/Supervisor Telephone

Administrator/Supervisor School/Office

Administrator/Supervisor Address

Administrator/Supervisor Signature (Required)

Administrator/Supervisor City, State and Zip