



Alpine County

Unified School District

Office of Education

Commendation and Award Nomination Procedures

EMPLOYEE AWARDS (BP 4156.2/4256.2/4356.2)

1. Any employee, individual Board member, management team member, parent/guardian or community member may nominate an employee who has:
 - a. Proposed procedures or ideas that result in eliminating or reducing district expenditures or improving district operations
 - b. Performed special acts or services in the public interest
 - c. By their superior accomplishments, make exceptional contributions to the efficiency, economy, or other improvement in district operations
 - d. Outstanding performance or longstanding service
2. Nominations must be made in writing and submitted to the Superintendent
 - a. Nomination must include name of individual and description of outstanding accomplishment or service
 - b. Nomination form may be obtained in District office from the Human Resource & Administrative Services Coordinator or online at:XXX
3. The Superintendent is responsible for selecting the employee award recipient and issuing the appropriate award
4. As needed, the Superintendent may appoint individuals to serve on an award selection committee which may include the management team
5. The Superintendent shall announce the employee award recipient to the Board during the appropriate section of a public Board meeting
6. Nomination of an employee shall be reviewed during closed session of a Board meeting only when Public Employee Performance Evaluation (or equivalent) for that employee's group is listed under Closed Session on the Board meeting agenda. Otherwise, nomination of an employee shall be reviewed during open session.
7. The Superintendent may recognize employees with appropriate awards and/or in addition may recommend employees to the Board for recognition at a public Board meeting

COMMUNITY AWARDS (BP 1150)

1. Any Board member, employee, parent/guardian, student, or community member may recommend an individual or organization for Board recognition
2. Nominations must be made in writing and submitted to the Superintendent
 - a. Nomination must include name of individual or organization and description of outstanding contribution or longstanding service
 - b. Nomination form may be obtained in District office from the Human Resource & Administrative Services Coordinator or online at: XXX
3. The Superintendent shall submit all written community award nominations to the Board during a public Board meeting for review
4. The Board shall consider community award nominations on a quarterly basis during the appropriate sections of a public Board meeting
5. The Board shall approve all community award recipients
6. Upon selection by the Board, the Superintendent will be directed to prepare the appropriate awards for presentation at open Board meetings
7. The Board will present community awards on a quarterly basis, but will not present the award if nominations are not forthcoming for a particular time period