



OUTSTANDING EMPLOYEE AWARD NOMINATION

General Information

These awards are to recognize employees' outstanding efforts and major achievements during the 2024 calendar year in one of the four areas of the college's strategic plan: Student Success; Diversity, Equity, & Inclusion; Community Partnerships; and Employee Engagement. Efforts and achievements could involve:

- accomplishing a special project
- chairing a taskforce
- implementing excellent systems for accomplishing the work towards the Strategic Plan.
- being an outstanding contributor in the day-to-day success of the college's strategic plan.

Guidelines

Eligibility: All employees are eligible to receive this award once every 3 years.

Who can nominate: A peer or immediate supervisor

Deadline: January 31, 2024

Approval: Review by an internal committee

Obligations/Awards: Awarded employees will receive \$1000 (subject to applicable taxation), a digital credential, and recognition at the Annual Awards Luncheon.

Application Information

Nominee: _____

Nominee Title: _____

Nominee Department/Division: _____

1. Which pillar of the Strategic Plan are you nominating this employee for?

- | | |
|--|---|
| <input type="checkbox"/> Student Success | <input type="checkbox"/> Diversity, Equity, & Inclusion |
| <input type="checkbox"/> Employee Engagement | <input type="checkbox"/> Community Partnerships |

2. Describe the nominee's major achievement or outstanding individual effort on a specific project tied to one of the Strategic Plan pillars.



3. Describe how this achievement or effort has positively impacted the college, department, or community.

4. Please indicate how this contribution was “above the norm” of the job responsibilities of the nominee.



Submitted by: _____

Campus ext.: _____ Email Address: _____

Signature: _____ Date: _____

If not the supervisor, please have the employee's supervisor provide 3-5 sentences detailing their support of this nomination for their employee.

Supervisor Signature

Date:

Please submit this nomination to Staff Development, GEB 262, Box 46, or staffdev.dept@jccc.edu by January 31, 2024.

Staff Development Internal Review:

Date nomination received in office _____

Employee Classification: Salaried Hourly

Has employee been awarded this award in the last 3 years? Yes No

Committee Decision: Awarded Not Awarded