



OUTSTANDING EMPLOYEE AWARD NOMINATION

General Information

These awards are to recognize employees' outstanding efforts and major achievements during the 2024 calendar year. Efforts and achievements could involve:

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

Guidelines

Eligibility: All staff are eligible to receive this award once every 3 years. Only one nominee per nomination form is permitted.

Who can nominate: A peer or immediate supervisor

Deadline: January 31, 2025

Selection Process: Reviewed by an internal committee to award up to 12 employees annually.

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. Describe the nominee's major achievement or outstanding individual effort on a specific project.



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

3. 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, 2025.

Staff Development Internal Review:

Date nomination received in office _____

Employee Classification: Salaried Hourly

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

Committee Decision: Awarded Not Awarded