

**GOVERNING BOARD'S RECOGNITION OF EMPLOYEES**

**A. Purpose and Scope**

To provide guidance and direction for District personnel regarding recognition of meritorious services performed by employees or groups of employees of the District. Also, to provide guidance and direction for District personnel regarding the nomination process, screening, and selection criteria of the Superintendent's Diversity & Equity Committee's Employee Award & Recognition Program.

**B. General**

Certificated and classified employees may receive recognition for exceptional, notable or superior achievements who:

1. by exemplary service during extended periods of time in District service have contributed to the improvement of effectiveness of the District's educational programs; consistent, long-term, meritorious service; special service to students; or
2. by superior accomplishments; make exceptional contributions to the effectiveness, efficiency, economy, or improvements in District operations; introduction of special programs; leadership in District programs; or
3. perform special acts or services in the public interest; exceptional service to the community; or
4. propose ideas or procedures which implemented result in eliminating or reducing District expenditures, or improve the efficiency of District operations.
5. exemplify the spirit of the District's Multicultural Education Board Policy.

**C. Forms Used and Additional References**

Employee of the Term Nomination Form  
Diversity & Equity Staff Recognition Award Nomination Form

**D. Procedure – Employee of the Term**

1. Eligible Recipients  
All Tracy Unified School District employees or groups of employees.
2. Nomination Process
  - a. Given three (3) times each year to both a classified and certificated employee at the K-5, 6-8 and 9-12 levels. May also be awarded to a Certificated Management, Classified Management, and Classified Confidential employee or a group of employees who share a common goal. The Committee may choose to make no selection.
  - b. One award will be presented for service in the fall term, winter term, and spring term. One of the three employees from each group will be selected in May as "Employee of the Year."

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- c. All nominations are to be sent to the Assistant Superintendent for Educational Services and Human Resources.
  - d. Any Tracy Unified School District Employee may nominate any other eligible Tracy Unified School District employee(s) or group of employees.
  - e. All nominations must be received by the deadline established by the Human Resources Department for each term.
3. Awards Selection Committee Constituency  
The committee, which changes from year to year, shall be comprised of six individuals as follows: Two from the District's Certificated Staff; two from the District's Classified Staff; two from the District's Management Staff.
4. Selection Criteria
- a. Consistent, long-term, meritorious service
  - b. Introduction of special programs
  - c. Leadership in District programs
  - d. Special service to students
  - e. Exceptional service to the community
  - f. Has not been selected in the last five years
  - g. In recognizing groups, selection will be based on the merits of the project.
5. Recognition
- a. Presented with certificate at a public school board meeting.
  - b. A picture of the certificated and classified employee will be displayed in the District Education Center for the following term. For group awards, a group picture will be taken and displayed at the site.
  - c. Luncheon with the Superintendent and Cabinet for individual award winners.

Procedures – Superintendent's Diversity & Equity Committee Employee Award & Recognition Program

1. Eligible Recipients  
All Tracy Unified School District employees or groups of employees.
2. Nomination Process
- a. Tri-annually, TUSD employees will be notified electronically (via email) as nomination forms are made available;
  - b. The Multicultural Education Board Policy 6146.6, shall be posted on the TUSD portal for access by all employees of the District.

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- c. Employees may complete a nomination form and submit it to the Human Resources Department by the specified deadline.
- d. Awards will be presented for service in the fall term, winter term, and spring term.
- e. Any Tracy Unified School District employee may nominate any other eligible Tracy Unified School District employee(s) or group of employees.
- f. Members of the Superintendent's Diversity & Equity Committee may nominate candidates for an award. Committee members may not vote for a candidate they have nominated.
- g. All nominations must be received by the deadline established by the Human Resources Department for each term.

3. Screening Process

- a. Nominations are forwarded from the Human Resources Department to the Chairperson of the Superintendent's Diversity & Equity Committee.
- b. The Superintendent's Diversity & Equity Committee shall meet to review nominations and make recommendations at their regularly scheduled Committee meetings. The Committee may determine an award recipient from one or more of the following categories: classified, certificated and management. The Committee may choose to make no selection.
- d. Nominated candidates will remain in the nomination pool for the remainder of the school year.

4. Selection Criteria

- a. Nominees shall be evaluated based on the following rubric. The nominee's activity, program, or endeavor must meet at least four (4) out of eight (8) criteria to be considered for an award:
  - 1) Integrates multiculturalism into the curriculum by reflecting the perspectives, experiences, historical events, and achievements of our diverse student population represented in our community.
  - 2) Demonstrates a commitment toward the educational advancement of underrepresented students.
  - 3) Ensures that our diverse student population is represented in District activities and special programs.

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- 4) Fosters a climate that promotes the awareness and pride of one's own identity and heritage and respect for the identity and heritage of others.
- 5) Promotes respect of others by modeling acceptance and inclusion of diverse groups.
- 6) Engages in recruitment practices, both formal and informal that results in the hiring of a more diverse workforce reflective of our student population.
- 7) Promotes equity, fairness and inclusion for all Tracy Unified School District community members.
- 8) Develops strong community partnerships to ensure success of our diverse student population.

5. Recognition

- a. The Chairperson of the Superintendent's Diversity & Equity Committee shall prepare the board agenda item.
- b. The recipients shall be presented with a certificate at a public school board meeting.
- c. A picture of the employee will be displayed in the District Education Center for the following term. For group awards, a group picture will be taken and displayed at the site.

E. Reports Required

None

F. Record Retention

**Agenda Items**

G. Responsible Administrative Unit

Human Resources

H. Approved By

Assistant Superintendent for Educational Services and Human Resources

Regulation Adopted:

HS BD: 2/16/84

EL BD: 2/14/84

Regulation Revised:

HS BD: 3/21/89; 8/25/92; 10/27/92; 2/28/95

EL BD: 4/11/89; 10/13/92; 3/14/95

Joint Board: 2/25/97

TUSD: 12/13/11