

Calvert County Public Schools  
1305 Dares Beach Road  
Prince Frederick, MD 20678

Administrative Procedures for Policy #6620 (Personnel) of the Board of Education  
Regarding Employee Recognition

- I. Process
  - A. The Superintendent's designee shall be responsible for ensuring that employees are recognized for their service and work performance.
- II. Definitions
  - A. Recognition – Formal acknowledgement of years of service, retirement, and/or performing in a superior manor in the workplace.
- III. Recognition Events
  - A. Employee of the Month Recognition Program
    1. The Board of Education will recognize employees of the month at regularly scheduled Board meetings throughout the year.
    2. The Assistant to the Board of Education will plan and execute the employee of the month recognition process. This will include:
      - a. Scheduling employee recognition programs during Board of Education meetings.
        - 1) The Board will recognize one support staff member and one professional staff member from designated schools. Each school will be scheduled for recognition one time per year.
        - 2) Central office-based professional staff, departmental support staff, and administrative staff at the supervisor, coordinator and vice principal level will be recognized.
      - b. Contact the appropriate Cabinet member or principal who will identify the employees to be recognized during the designated board meeting.
      - c. Cabinet members and principals will use the following criteria when selecting professional and support employees:
        - 1) Professional staff: has integrity, supports school system mission, has a strong work ethic, takes initiative and supports programs outside his or her area of responsibility, has strong interpersonal skills, is highly skilled, is an innovative educator, and is student centered.
        - 2) Support staff: has integrity, supports school system mission, has a strong work ethic, takes initiative and focuses on continuous improvement, has strong interpersonal skills, is highly skilled, and has technical expertise.

- d. The following schedule will be used as a guideline for employee of the month recognitions:
  - 1) October - CHS, CMS, CCS, SLES, MES, CES
  - 2) January - PHS, MCMS, SMS, DES, PAC Primary & Intermediate
  - 3) March - NHS, NMS, WHMS, BES, MHES, WHES, BAES
  - 4) May - HHS, CTA, PPMS, PPES, HES, SES
  - 5) June - Departmental support staff, central office-based
  - 6) August - Professional staff, and administrative staff at the supervisor, coordinator, and vice principal level

B. Service Awards

1. The Board of Education will annually recognize employees who have provided 20, 25, 30, 35, 40 and 45 years of service.
2. The Superintendent's designee will:
  - a. Identify the employees for recognition;
  - b. Organize and execute a reception to which all honorees are invited;
  - c. Procure and distribute a token of appreciation from the Board of Education and Superintendent for each honoree.

C. Teacher of the Year (TOY) and Educational Support Person of the Year (ESPOY)

1. Each Year, the Board of Education will recognize one teacher from each school and one support staff member from each school and the central office. From this pool of employees, the Board will recognize one teacher and one support person to serve as the Calvert County Public Schools TOY and ESPOY.
2. The Superintendent's designee will facilitate the selection process of the TOY and ESPOY. The Superintendent's designee will:
  - a. Request that each principal select their school's TOY and ESPOY nominee and will request that the Cabinet select the central office ESPOY;
  - b. Inform the principals that the selection criteria for the TOY are based on the Maryland State Teacher of the Year program criteria and that the Calvert County TOY will represent the county at the state level.
  - c. Schedule an information session for nominees to discuss the selection process for the countywide TOY and ESPOY;
  - d. Distribute to and require the return of paperwork from each TOY and ESPOY nominee. It is the responsibility of each nominee to return the paperwork if he/she wishes to be eligible for the countywide recognition program;
  - e. Seat selection committees (one for the TOY and one for the ESPOY) which will:

- 1) Interview the eligible nominees;
  - 2) Include, at a minimum, administrators, the previous TOY or ESPOY (as appropriate), and community members; and
  - 3) Name one teacher and one support person from the pool of eligible nominees to serve as the countywide TOY or ESPOY; and
- f. Schedule and organize a dinner to honor all of the Teacher of the Year nominees and Educational Support Person of the Year nominees. The Superintendent's designee will prepare a plaque for each nominee and will procure additional gifts from the Board of Education members and the Superintendent, as deemed appropriate. The Superintendent's designee may solicit additional gifts from various organizations and businesses. The countywide TOY and ESPOY will be announced.

D. Retirement

1. The Board of Education will annually recognize employees who are retiring from Calvert County Public Schools.
2. The Superintendent's designee will:
  - a. Identify the employees for recognition;
  - b. Organize and execute a dinner to which all honorees are invited;
  - c. Procure and distribute a token of appreciation from the Board of Education and Superintendent for each honoree.