

OUTSTANDING EMPLOYEE NOMINATION INSTRUCTIONS

To receive an **OUTSTANDING EMPLOYEE AWARD**, an MCOE employee must demonstrate exemplary performance of duties in a manner that promotes the Merced County Office of Education message to Nurture | Serve | Lead and/or exceeds customers' expectations.

An employee or a group of employees may be honored individually or collectively for their work on a particular project or for overall performance over an extended period of time. One certificated, one confidential/supervisory/management, and two classified employees or group of employees will be selected. The selected individuals will be acknowledged at the upcoming Board Meeting.

Nominators should be specific in describing the outstanding work of their nominees. Nominations will be considered for up to 2 award periods.

Please direct your completed nomination form(s) to your respective department Assistant Superintendent for signature who will then submit a maximum of three nomination forms per candidate to the Human Resources Department at MCOE **by the submission date stated on the email**. You can obtain a copy of the nomination form on the MCOE H/R web page, MCOE SharePoint or by contacting Cecilia Casillas in the Human Resources Department, phone 381-6627.

Please submit nominations to: Human Resources Department
Attn: Cecilia Casillas