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 manner in the workplace.

III. Recognition Events

A. Service Awards

1. The Board of Education will annually recognize employees who have reached service milestones beginning at 20 years and continuing every five years thereafter.
2. The Superintendent's designee will:
    a. Identify the employees for recognition to include all employees identified in the Negotiated Agreements as well as grant employees;
    b. Organize and execute a celebration to which all honorees are invited;
    c. Procure and distribute a token of appreciation from the Board of Education and Superintendent for each honoree.
3. Employee service milestones may not directly correspond to verified years of experience used for retirement eligibility or salary determinations.

B. Employee of the Year

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 Employees of the Year. The Superintendent's designee will:
    a. Request that each principal select their school's teacher and support employee nominee and will request that the Cabinet select the central office support employee nominee;
    b. Inform the principals that the selection criteria for the teacher is based on the Maryland State Teacher of the Year program criteria and that the Calvert County Teacher of the Year will represent the county at the state level.

c. Schedule an information session for nominees to discuss the selection process for the countywide Employees of the Year;

d. Distribute to and require the return of paperwork from each Employee of the Year 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 teacher and one for the support employee) which will:

1) Interview the eligible nominees;

2) Include, at a minimum, administrators, the previous year's Employees of the Year, CEA and CAESS Presidents; and

3) Name one teacher and one support person from the pool of eligible nominees to serve as the countywide Employees of the Year and

f. Schedule and organize a celebration to honor all of the Teacher of the Year nominees and Support Employee 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 Employees of the Year will be announced.

C. 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 celebration to which all honorees are invited;

c. Procure and distribute a token of appreciation from the Board of Education and Superintendent for each honoree.