



ANNUAL EMPLOYEE RECOGNITION AWARDS PROGRAM GUIDELINES 2015-2016

PURPOSE

The Dutchess BOCES has established the *Employee Recognition Awards Program* to recognize exemplary performance by staff members that represent a level of service significantly over and above their specific job responsibilities.

ELIGIBILITY

In order to be eligible, the employee must have completed at least one year of service to Dutchess BOCES and be a member of one of the following groups on a full-time or part-time REGULAR basis:

1. Teachers (certificated teachers, adult education instructors, social workers, speech therapists, etc.)
2. Teaching Assistants, Teacher Aides, C.I.W., Interpreters, and RNs
3. All office/clerical including confidential/managerial
4. Support staff (maintenance, custodial, cafeteria, bus driver, learning technology, print shop, etc.)
5. Administrators (includes Groups A, B and C)

No member of the Employee Recognition Committee is Eligible.

CRITERIA

Recognition for the award will be based on an individual's commitment in terms of performance, responsibility and accomplishment in fulfilling the requirements of the job description for the position held, and evidence of service above and beyond the normal expectations of the position held.

METHOD OF NOMINATION

Nominations for the recognition awards may be made by any regular full-time or part-time employee or may be made through self-nomination.

A statement summarizing each nominee's activity is to be submitted with the nomination form for that staff member. The statement should contain details about the way in which the nominee's service has been outstanding. Points to consider in the nomination are:

- Nature of services and places where it was performed
- Benefit of the service to the BOCES
- Initiative of new program or service
- And more!

The staff member's name is not to be mentioned in the nomination statement. However, the staff member's name, address, and telephone number, together with the name of the nominator must be written on the nomination form, which is on the reverse of the nomination statement.

The District Superintendent must receive nomination forms by the first Monday in May. Forms submitted after that date will not be considered, unless the District Superintendent has extended the deadline date. Announcement of the award will be made at the end-of-year staff meeting.

SELECTION

The Employee Recognition Committee also serves as the selection committee and shall consist of those individuals who have received the designation of "Employee of the Year." These individuals shall serve on this committee for a period of two consecutive years. There will also be two individuals who will serve as co-chairpersons. The co-chairpersons shall be appointed by the District Superintendent and shall include one representative from management and one representative from any employee group.

AWARD

1. Each employee receiving the "Employee Recognition Award" will receive a framed certificate of recognition signed by the President of the Board of Education and the District Superintendent.
2. A plaque, with a nameplate for each member of that group receiving the "Employee Recognition Award," will be established. This plaque will be placed in the employee's work site for the following school year. This shall be a permanent award and will "follow" the recipient each year.
3. A permanent plaque, with a nameplate for each recipient receiving the "Employee Recognition Award" will be established and placed in the main lobby of the Administration Building.

Revised: September 17, 2015



**ANNUAL EMPLOYEE RECOGNITION AWARDS PROGRAM
2015-2016 NOMINATION FORM**

NOMINEE'S NAME: _____

NOMINEE'S JOB ASSIGNMENT: _____

NOMINEE'S SCHOOL OR OFFICE: _____

NAME OF PERSON MAKING NOMINATION: _____

SCHOOL/OFFICE: _____

OFFICE TELEPHONE: _____

THIS FORM AND THE NOMINATION STATEMENT ON THE REVERSE MUST BE COMPLETED
AND RETURNED TO:

Dr. Richard Hooley
District Superintendent
Dutchess BOCES
5 BOCES Road
Poughkeepsie, NY 12601

BY: MONDAY, MAY 6, 2016



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2015-2016 NOMINATION STATEMENT

PLEASE TYPE OR PRINT

(Do not include nominee's name in Nomination Statement)