



West Contra Costa Unified School District
Classified Employee of the Year Nomination
2016-2017

March 3, 2017

Dear District Employees:

We are proud to seek nominations for West Contra Costa Unified School District Classified Employee of the Year. This is a chance to honor employees who make outstanding contributions to the lives of our students.

There are five categories for nominees in which one employee will be selected from the following:

- Classified Supervisor
- Paraprofessional Unit
- Office and Technical Unit
- General Services, Maintenance and Operations Unit
- Confidential

Candidates must be District employees with a minimum of three years as a permanent employee in the district. Nominees should display:

- Outstanding customer service practices in their interactions with employees, students, parents, and community stakeholders.
- A clear understanding about how the quality of their work impacts high achievement for all students.
- Actions that portray a positive image of the district to all stakeholders.
- Setting an example for others through the high quality and effectiveness of their work.

Please use the attached form to submit your nomination. Completed nomination forms must be delivered to Assistant Superintendent of Human Resources, Ken Whittemore, 1108 Bissell, by 4:30 p.m., **April 14, 2017**. Nominations may be submitted electronically. If submitting electronically, include the attached form in an email to bponce@wccusd.net.

Announcements will be made by **May 10, 2017**. Should you have any questions, please contact Mike Wasilchin at (510) 307-4521.

Sincerely,

A handwritten signature in blue ink that reads "Ken Whittemore".

Ken Whittemore
Assistant Superintendent
Human Resources

Please use the following form and directions to submit nominations for WCCUSD Classified Employee of the Year.