



GLOBE UNIFIED SCHOOL DISTRICT #1

EMPLOYEE OF THE MONTH PROGRAM

Each month, Globe Unified School District (GUSD) recognizes an outstanding certified and classified/Admin employee. Employees of the month are recognized because they excel in their area of expertise, go above and beyond and personify GUSD's vision of "Capturing Hearts, Empowering Minds".

Winners are selected by a broadly representative 5 person committee made up of classified/certified representatives from Copper Rim, High Desert Middle School, Globe High School, District/Business Office and Transportation/Maintenance. Decisions are based upon the nominees ability to meet the required criteria (listed below) and contribution to our students and district. Committee members are not paid for their participation on the committee and may be considered for Employee of the Month recognition.

The Employee of the Month receives:

- Recognition by the GUSD Governing Board during a monthly meeting
- Recognition Certificate
- Acknowledgement via Press Release which will be published on the GUSD website and Facebook page and in local media (if possible).
- \$400 to be spent on registration for professional development workshops, webinars or conferences of their choice.
- Automatic nomination for Employee of the Year

The \$400 dollars must be used by June 30th of the current year or will be forfeited. District Office staff will track use of the \$400 dollars. The \$400 dollars is to be used for registration. Any other reimbursement will need to be approved by the site principal/administrator and will be paid out of M&O or other designated funds. The \$400 cannot be used on classes, etc. to move salary steps.

All nominees must:

- Be employed with GUSD for at least six (6) months
- Have no disciplinary action within the last twelve (12) months
- Have satisfactory performance evaluations.
- Have not won an Employee of the Month award for the past (12) months

Employees may be nominated by any person. Self-nominations will not be accepted. Nomination forms will be good for up to one year from the date of the action/reason an employee is being nominated. If there is no specific date of event, then nomination forms are good for one year from the date they are filled out.

Nomination forms can be accessed by coming to the Human Resources/District Office or on the GUSD website. Please follow all instructions and note the deadline on the form! Employees of the month will be awarded August through May of each school year.

Thank you for participating and helping to recognize our hard-working, dedicated employees!