

# Employee of the Year

General information, regulations and nomination form

The purpose of the Oregon School Employees Association (OSEA) Employee of the Year award is to promote greater appreciation of the school employee by the education community and the public at large and to honor his/her outstanding service to education and OSEA.

## QUALIFICATIONS

1. The candidate must be an active member in good standing of a local OSEA chapter for no less than the equivalent of two school years.
2. The candidate must be of good character with outstanding work performance.
3. The candidate cannot have been a previous award winner at the state level.

## ADMINISTRATION

1. Each chapter may nominate one candidate.
2. The name and identification of the candidate should appear only where noted on the nomination form.
3. It shall be the responsibility of the chapter president to initiate the nomination form and see that it is completed and returned by the deadline. (NOTE: If the chapter president is the person being nominated, the chapter vice president should take on this responsibility.) All pages of the nomination form must be returned intact. Please confine your wording to the space provided.
4. To assist in the impartial judging of all candidates, reference to the candidate by name or his/her district in the body of the recommendation should be avoided. "I have worked with the candidate for . . ." or "The candidate has worked for the district for . . .," etc., would be appropriate examples of good wording. The candidate's name, however, must appear only where indicated on the nomination form. This identification will be omitted after an OSEA identifying number has been assigned to the document.
5. Nominations must be postmarked by March 15, 2018, and sent to:

**Oregon School Employees Association**  
Employee of the Year Award  
4735 Liberty Road S  
Salem, OR 97302-5036

6. OSEA past state presidents will be the judges.
7. Candidates will be judged on the basis of work performance including personal factors and outstanding characteristics and achievements. In addition, the candidate's OSEA chapter level activities geared to benefit education and chapter unity and strength will be strongly considered.



8. Rating will be on a point system. The maximum number of points for each section of the nomination will be as follows:

|                  |                     |           |
|------------------|---------------------|-----------|
| Sections 1 and 2 | Job-related factors | 60 points |
| Section 3        | OSEA activities     | 40 points |

Section 1 (job-related factors) must be completed by any ONE of the following who can best provide a recommendation based on the candidate's job performance: candidate's immediate supervisor, the district superintendent or any other district administrator.

Section 2 (job-related factors) must be completed by a coworker (either certified or classified).

Section 3 (OSEA activities) must be completed by an officer or member of the local OSEA chapter in which the candidate is active.

**IMPORTANT NOTE:** Since candidates are rated on the basis of job performance, other work-related matters and OSEA chapter activities only, other activities should not be referenced in the recommendations. (This only takes up valuable space on the nomination form and will not be considered by the judges in their ratings.)

9. The winner will be notified at the earliest possible date. Copies of the notification letter will be sent to the winner's chapter president and superintendent. Presentation of the award will be made at Conference in June.

10. If the winner cannot be present at Conference, the award will be presented to the winner's chapter.



OSEA Employee of the Year

# Nomination Form



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Name of candidate

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Home address

City

Zip code

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Chapter name

Chapter number

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School district

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District address

City

Zip code

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Job title of candidate

Department

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Name of district superintendent

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Name of candidate's immediate supervisor

Title

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Mailing address

City

Zip code

PLEASE NOTE: It is the responsibility of the chapter president (or vice president where applicable) to initiate this nomination and see that it is completed (all pages intact) as instructed. DO NOT USE MORE THAN THE SINGLE PAGE PROVIDED FOR EACH SECTION.

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Name of chapter president (or vice president if president is nominee)

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Mailing address

City

Zip code

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Signature of chapter president  
(or vice president if president is nominee)

Phone number

Nominations must be postmarked by March 15, 2018, and sent to:

**Oregon School Employees Association**  
Employee of the Year Award  
4735 Liberty Rd S  
Salem, OR 97302-5036



# OSEA Employee of the Year Nomination Form

Section 1: Job-related factors from an immediate supervisor (limit comments to this page only)

NOTE: Information requested in Section 1 must be supplied by any one of the following who can best provide a recommendation based on the candidate's job performance: candidate's immediate supervisor, the district superintendent or any other district administrator.

As you prepare your written recommendation below, the following is offered as a guide to what the judges will be looking for in a candidate's JOB-RELATED recommendation. How do you feel the candidate has contributed to the betterment of the district, students and coworkers? Describe tangible evidence of professional interest: i.e., enthusiasm, alertness and relationship to other employees of your district.

PLEASE DO NOT USE CANDIDATE'S NAME OR MAKE REFERENCE TO NAME OF SCHOOL DISTRICT IN WRITING YOUR RECOMMENDATION. THIS IS TO ASSIST IN IMPARTIAL JUDGING. THE CANDIDATE'S NAME AND POSITION OR TITLE ARE TO APPEAR ONLY AT THE BOTTOM OF THIS FORM. THIS WILL BE BLOCKED OUT BEFORE BEING SENT TO THE JUDGES.

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Name of person supplying data

Position or title

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Name of candidate

Position or title



# OSEA Employee of the Year Nomination Form

Section 2: Job-related factors (limit comments to this page only)

NOTE: Information requested in Section 2 must be completed by a coworker (either certified or classified).

As you prepare your written recommendation below, the following is offered as a guide to what the judges will be looking for in a candidate's JOB-RELATED recommendation. How do you feel the candidate has contributed to the betterment of the district, students and coworkers? Describe tangible evidence of professional interest: i.e., enthusiasm, alertness and relationship to other employees of your district.

PLEASE DO NOT USE CANDIDATE'S NAME OR MAKE REFERENCE TO NAME OF SCHOOL DISTRICT IN WRITING YOUR RECOMMENDATION. THIS IS TO ASSIST IN IMPARTIAL JUDGING. THE CANDIDATE'S NAME AND POSITION OR TITLE ARE TO APPEAR ONLY AT THE BOTTOM OF THIS FORM. THIS WILL BE BLOCKED OUT BEFORE BEING SENT TO THE JUDGES.

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|                               |                   |
|-------------------------------|-------------------|
| Name of person supplying data | Position or title |
|-------------------------------|-------------------|

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|-------------------|-------------------|
| Name of candidate | Position or title |
|-------------------|-------------------|



# OSEA Employee of the Year Nomination Form

Section 3: OSEA activities (limit comments to this page only)

NOTE: An officer or member of the local OSEA chapter in which the candidate is an active member must complete the information requested in Section 3.

PLEASE DO NOT USE CANDIDATE'S NAME OR MAKE REFERENCE TO NAME OF SCHOOL DISTRICT IN WRITING YOUR RECOMMENDATION. THIS IS TO ASSIST IN IMPARTIAL JUDGING. THE CANDIDATE'S NAME AND POSITION OR TITLE ARE TO APPEAR ONLY AT THE BOTTOM OF THIS FORM. THIS WILL BE BLOCKED OUT BEFORE BEING SENT TO THE JUDGES.

Part I — List OSEA activities: i.e., number of years as a chapter officer, number of years as a member of OSEA, names of chapter committees and years served, and other outstanding services performed for the chapter.

Part II — Please comment on what makes this person an outstanding chapter member/representative, such as what special effort has been made and/or what specific tasks were accomplished, etc., that places him/her above other chapter members.

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| Name of person supplying data | Position or title |
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|-------------------|-------------------|
| Name of candidate | Position or title |
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