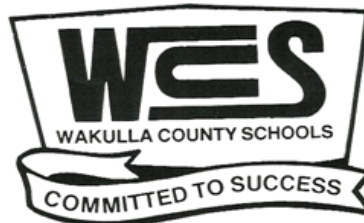


WAKULLA COUNTY SCHOOL BOARD

Employee Awards Program Handbook



Effective July 2009



David Miller
Superintendent

WAKULLA COUNTY SCHOOL BOARD
AWARDS PROGRAM HANDBOOK

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Attendance Award



Purpose: To encourage and emphasize the importance of employee's daily attention to the assigned tasks of their job.

Eligible

Employees: Categories of certified and classified employees are eligible:

- Regular full time and part-time certified employees
- Regular full time and part-time classified employees
- School and district level administrators are not eligible

Criteria:

- An employee must have no more than one day of sick or personal leave charged to him/her during periods when school is in session in the current school year.
- Employees must have been employed during the first pay period of the school year and remained employed for the contracted year with no breaks in service.
- Eligibility continues if an employee misses several hours on different days as long as the total hours missed do not total one working day.
- Eligible twelve month employees must not have absences charged to annual leave or sick leave during the regular 180 day school term.
- Classified and certified employees must be rated at the effective or higher level on the district performance appraisal.
- Eligible employees must be recommended for rehire.

Selection

Process: A determination of eligibility is made from a review of leave records each year in May.

Award

Schedule: Once annually. Presentations are made in the last paycheck received for the year. A determination of eligible employees is made after the May payroll is submitted.

Award:

- Monetary based on the following scale:
- 1 hour or less - \$100.00
- Above 1 hour but less than 1 working day -\$75.00



Teacher of the Month

Purpose: To highlight dedicated, effective teachers in our system.

Eligible

Employees: Certified employees

Criteria: To be considered certified staff:

- Must have worked in the county school system at least three years.
- Must not be a “Teacher of the Month” from the preceding school year.

Selection

Process: Members of the certified staff in the school/program will select the representative.

Award

Schedule: Monthly, according to the following rotation:

Month	School/Program
September & January	WHS, SES
October & February	WMS, MES
November & March	CES, RMS
December & April	RES, (WEC, SEC, DO)

Award:

- Employee’s name and month of selection will be permanently displayed on a master plaque at the district office.
- Teachers selected for this award will receive an individual plaque of commendation at a school board meeting.
- Employee’s picture will be displayed on the master plaque during the month of their selection.
- Employee’s picture and an article highlighting the teacher will be submitted to the local newspaper, the district web site (www.wakullaschooldistrict.org), and Wakulla.com for publication.



TEACHER OF THE YEAR FOR DISTRICT AND SCHOOL PROGRAM

Purpose: The purpose of this program is to select and recognize outstanding teachers, one of whom will represent Wakulla County Schools in the Florida Teacher of the Year Program.

Eligible

Employees: Full time certified classroom teachers PreK through 12, adult education teachers, postsecondary vocational/technical teachers, guidance counselors and media specialists who have completed three years of teaching in Wakulla County are eligible. Being selected as a School Level Teacher of the Year during any previous years will not preclude a teacher from being selected any subsequent year. However, those selected as District Teacher of the Year are not eligible during the school year immediately following their selection as District Teacher of the Year.

Criteria:

- **Professional Preparation** - Professional preparation and education, with evidence of continued professional contributions and improvement, such as courses beyond a Bachelor's Degree, inservice training, additional degrees, summer study, travel related to subject area and the like. Candidates will be asked to list all degrees and other pertinent information.
- **Leadership** – Leadership in school activities, membership in school, district or state committees or professional organizations, chairmanships held, inservice conducted, formal presentations, etc.
- **Community Involvement** - Ability to relate to parents and the community. Candidates will be asked to list all community, civic or church groups to which they belong as well as offices held in these groups.
- **Superior Teaching** - A record of superior teaching as evidenced by student performance, honors, awards or other kinds of recognition, and annual performance assessments.
- **Interpersonal Skills** - Demonstrates exemplary interpersonal skills in communicating with students, parents, and the community and in collaboration with other professionals.
- **Caring and Respect** – Possess a strong commitment to creating a climate of caring and respect conducive to effective teaching and learning.



SCHOOL LEVEL TEACHER OF THE YEAR

Selection

Process: School Level Teachers of the Year will be selected in December of each school year according to the following guidelines:

Members of the certified staff of each school/program will nominate candidates by submitting their names to the appropriate administrator by a designated date. The school administrator will distribute application forms to these nominees. Each nominee who submits a completed application does so with the understanding that if selected as their school's teacher of the year, he/she must represent the school in the district contest. Completed forms will be copied and distributed to all faculty members for careful consideration before a vote is taken. Voting will take place during a faculty meeting or in a secured location on ballots provided. A run-off vote will be taken on the three teachers with the most votes. If no more than five teachers are nominated, there will be only one vote. The teacher with the most votes during the second phase becomes the School Level Teacher of the Year. In the case of a tie, a run-off vote will be taken.

DISTRICT TEACHER OF THE YEAR

Eligible

Employees: Candidates for the District Teacher of the Year are the School Level Teachers of the Year. Each school within the district will have one representative except the PreK, Adult Ed, and Dropout Prevention Programs which will share a representative. There will be a total of seven candidates.

Selection

Process: During the month of January each School Level Teacher of the Year will complete and submit an application and will be interviewed by a panel of judges. Completed applications will be read and scored by judges from outside the district who will also conduct the interviews. During the interview each candidate will be asked to respond to the same list of questions. The scores of all judges from the application and the interview will be combined and the teacher with the highest score will be the District Teacher of the Year.

Awards &

Recognition: Employees selected for these awards will receive individual plaques of commendation. Guidelines which ensure commonality in recognizing School Level Teachers of the Year will be followed.



Employee of the Month



Purpose: To highlight dedicated and effective educational support personnel in our system

Eligible

Employee: Classified employees

Criteria: The Employee of the Month Award is presented to an employee who:

- has worked in the district at least 2 years
- goes above and beyond the call of duty in performing his/her job, or
- is exemplary and outstanding, or
- is loyal and dedicated to the system, or
- exhibits heroism on the job, or
- voluntarily participates in activities that improve or advance student welfare.

Selection

Process: These individuals will be selected by school and district level administrators at the monthly staff meeting preceding the award.

Award

Schedule: Monthly. At least one employee from each group listed below shall be recognized according to the following rotation:

Month	School/Program
January & June	Operations, Maintenance
December, May	Secretaries/Fiscal Specialist and Technicians
October, March	Para-Professionals/Child Development Associates/Data Entry Personnel
November, April	Transportation
September, February	Food Service

Award: Commendation. Employees selected for this award will receive an individual plaque of commendation and have their name and month of selection displayed on a permanent plaque at the district office. In addition, the employee of the month's picture will be displayed on the county plaque during the month of their selection. An article highlighting the employee's contributions and work ethic will be submitted to the local newspaper, the district web-site, and Wakulla.com.



Employee of the Year

Purpose: To determine an over-all outstanding classified employee from the group of “Employees of the Month” and to identify a classified employee to nominate for the State School Related Employee of the Year award during the next school year.

Eligible

Employee: Those selected as Employee of the Month in the current school year.

Criteria:

- Attendance - Evidence of good and regular attendance as determined by a yearly review of leave forms.
- Performance Appraisal - The employee must:
 - Be rated at the "meets requirements" or higher level on the district performance appraisal.
 - Be recommended for rehire.
 - Have received no written reprimands in the current year.
- Assessment - Candidates will be rated by five (5) individuals from at least three (3) of the following categories: colleagues, teachers, parents, students, and community people with whom the individual comes in contact in performing their job. The following areas will be assessed:
 - Job performance
 - Cooperation
 - Appearance
 - Attitude
 - Human relations skills
- Recommendation - A letter recommending the employee will be submitted by the candidate's supervisor.

Selection

Process: In May, individuals selected as an Employee of the Month during the current year shall be mailed a packet which will include instructions, assessment forms and a personnel history form.

- An Employee of the Year shall be selected after a review of the program criteria.

Award Schedule: Annually, in July.

Award: Commendation and monetary. The employee selected for this award will receive an individual plaque of commendation and monetary award.

Food Service Golden Spoon Award



Purpose: To recognize efficient and careful planning and use of resources by lunchroom staffs.

Eligible

Employee: School lunchroom staff per facility.

Criteria: Points will be awarded on the basis of:

- Plate Cost
- Percentage of attendance
- Number of hours of approved training
- Activities that promote lunchroom/food service association programs.

Selection

Process: Selection will be based upon a review of the yearly production records for the staffs at each school center, an analysis of group attendance and training records and an evaluation of programs and or activities sponsored by lunchroom staffs to promote lunchroom and/or Food Service Association activities.

Award

Schedule: Annually, selection is made in March; the award is presented at the Food Service Banquet in May.

Award: Commendation and monetary. A revolving plaque and \$300.00 annual allocation is presented to the winning lunchroom staff. The monetary award is used to purchase equipment and supplies for use in the kitchen or lunchroom.





Food Service Attendance Award

Purpose: To stress the importance of each individual's attendance to the team efforts of the lunchroom staff.

Eligible

Employee: Lunchroom staffs at schools.

Criteria: Attendance percentages will be computed for lunchroom staffs at each school.

Selection

Process: The award will be presented annually to the school with the highest attendance percentage.

Award

Schedule: Annually, at the end of the school year.

Award: A \$200.00 monetary award and a revolving plaque will be presented to the recipient of the Food Service Attendance Award.





Maintenance Recognition

Purpose: To recognize maintenance employees for extraordinary effort and service to the District.

Eligible

Employee: The district maintenance staff including the maintenance supervisor.

Criteria: Points will be awarded on the basis of:

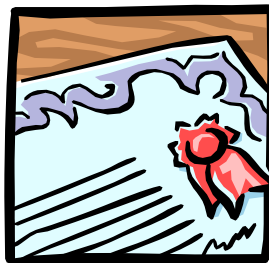
- Courtesy
- Sharing of knowledge
- Communication with the schools
- Safety
- Neatness

Selection

Process

- Selection will be based upon an equal weighing of the above criterion.
- Evaluation shall be evaluated by a committee of the District's Operation Foremen.

Award: Commendation and a small gift.



Custodial Magic Carpet Award



Purpose: To stress the importance of attention to detail in having safe, clean, and attractive grounds and facilities

Eligible

Employee: The custodial staff at each school.

Criteria: Points will be awarded on the basis of:

- Lighting maintenance
- Yard and exterior appearance
- Cleanliness
- Attendance
- Safety - Comprehensive Safety Report/Workmens Compensation Injury Frequency

Selection

Process:

- Selection will be based upon an equal weighing of the above criterion.
- One to three shall be evaluated by a committee of the foremen's staff (one from each school)
- Committee members shall not evaluate their own school. Four to five shall be taken from district records.

Award

Schedule: Annually, at the end of the school year.

Award: Commendation and monetary. A revolving plaque and \$300.00 annual allocation is presented to the winning custodial staff. The monetary award is used to purchase equipment and supplies for use in the custodial operation.





Custodial Most Improved

Purpose: To recognize operations/custodial staffs for extraordinary effort or improvement to the assigned grounds and facilities.

Eligible

Employee: The custodial staff at each school.

Criteria: Points will be awarded on the basis of:

- Lighting maintenance
- Yard and exterior appearance
- Cleanliness
- Attendance
- Safety-Comprehensive Safety Report/Workmen's Compensation Injury Frequency

Selection

Process: Selection will be based on overall improvement as evidenced by a comparison with the previous year's Magic Carpet tabulation.

Award

Schedule: Annually, at the end of the school year.

Award: Commendation and a revolving plaque.



Annual Administrative Awards

School Level Annual Administrative Award

Purpose: To honor, recognize, and promote school level administrators and team spirit.

Eligible

Employees: School level administrators

Award

Schedule: Upon receipt of State Assessment Data. The school with the highest percentage of learning gain will be recognized

- Award will be given annually based on FCAT/assessment data to qualifying recipients.
- Commendation and clock plaque for each administrator. The school name with administrators will be displayed on a perpetual plaque in the Superintendent's office.

District Level Administrator of the Year

Purpose: To honor and recognize the efforts of district level administrators

Eligible

Employees: District Level Administrators

Criteria: Appointment to and service in an administrative position during the current fiscal year. *Recipients are not qualified to win the award within a three year cycle. Other qualities to consider are:

- Dedication and commitment to the Wakulla County School District
- On-task and on the job
- Responsiveness and sensitivity to other administrators, educators, staff and the community
- Willingness to cooperate and work for consensus
- Willingness to articulate and problem solve as a team effort
- Adherence to district goals, initiatives, practices and policies

Selection

Process: A ballot listing all district level administrators will be sent to all administrators. Ballots will be returned to designated HR staff. She will collect and secure each ballot. At the designated deadline, the ballots will be counted by designated HR staff and designated Instructional staff. The results will be shared directly with the

Superintendent.

Award

Schedule: Will be aligned with School Level Administrative Award

- Award: Commendation, clock plaque and monetary award – Recipient will receive a plaque from the School Board noting the award granted. His/her name will also be placed on a perpetual plaque displayed in the Superintendent's office.