

**PARADISE VALLEY UNIFIED SCHOOL DISTRICT
OUTSTANDING CLASSIFIED EMPLOYEE OF THE MONTH
2008-2009**

Every PVUSD employee is an important member of the “team” in fulfilling the district challenge of individual excellence. Through a joint effort of the Paradise Valley Support Employee Association, the District Administration and the Governing Board, nominations for a Classified Employee of the Month are being solicited. All classified employees are eligible to achieve this special recognition. Nominations are welcome from any district employee and will be reviewed on a regular basis for the final selection. If you have questions concerning the nomination procedure, please contact Judi Willis, 602-449-2001 or Cathy Cumbee, PVSEA, 602-992-8110.

I recommend the following Paradise Valley Unified School District classified employee for nomination as the Classified Employee of the Month. (Please print or type.)

<hr/> <i>Employee Name</i>	<hr/> <i>School/Department</i>	<hr/> <i>Job Title</i>
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Please provide and attach information to support this nomination:

1. List examples of this employee’s exemplary work performance.
2. List examples of this employee’s exemplary work performance as related to additional job responsibilities (not specifically listed in his/her formal job description).
3. List examples of initiatives taken by the nominated employee that have contributed to increased productivity/service delivery within his/her own department.
4. List examples of how the nominated employee has encouraged or inspired his/her co-workers to improve job performance.
5. Additional helpful information to support this nomination:
 1. More than one nomination per person may be submitted.
 2. Include letters of endorsement.
 3. Answer questions as thoroughly as possible.

<hr/> Signature of Nominator	<hr/> Date
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<hr/> Additional Signature	<hr/> Additional Signature	<hr/> Additional Signature
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Attach information pertaining to nomination and return to: Judi Willis, Public Relations Officer, DAC.