**GESPA OUTSTANDING EMPLOYEE AWARD**

**Purpose:** The **GESPA Outstanding Employee Award** recognizes the contributions of Education Support Professionals to their schools, communities, and their profession. The awards are presented to district Education Support Professionals (ESPs), who demonstrate outstanding accomplishments in their career category and reflect the contributions of ESPs to public education.

**Awards:** Winners receive a certificate and a $20.00 personal cash prize. Names and mini-biographies of Outstanding Employees are published in the GESPA Newsletter and on the webpage. Any winner that is an active GESPA member will be entered into the yearly USEA Outstanding Employee Award.

**Eligibility:** All current ESPs are eligible to win the GESPA award. *It should be noted that only members who have been active, dues-paying members of USEA with continuous membership for at least one year as of Jan 1 of the award year are eligible for the USEA Outstanding Employee Award.*

**Deadline:** All nominations must be **received** by GESPA no later than 5:00pm, Mountain Time, on the first of every month. Any nominations received after the deadline will be included with the following months.

Nominations by e-mail are preferred but hard copies by mail are accepted.

**Send to:** **Email to:**

GESPA Outstanding Employee Committee [graniteclassified@gmail.com](mailto:graniteclassified@gmail.com)

864 E Arrowhead Lane Subject: Outstanding Employee

Murray, UT 84107-5211

**Questions:**

Call: Mike Memmot 801-755-4812

Email: [graniteclassified@gmail.com](mailto:graniteclassified@gmail.com)

**Nomination and Selection Procedure**

**Nominations:** Nominations may come from any school or worksite and must be submitted on the approved nomination form with signatures of both the local chapter president and the person submitting the nomination.

**Selection:** All nominations must comply with the nomination guidelines. The GESPA President shall appoint an Outstanding Employees/Scholarship Committee to review all nominations and ensure that eligibility and submission requirements are met. The Committee will forward its recommendations to the GESPA president for consideration and action.

**Notification:** The Outstanding Employee winners will be announced monthly on the GESPA webpage and in the monthly newsletter.

**Criteria:** Nominations are judged according to the following five criteria:

* **Professional Practice** – Demonstrated efficiency and initiative in the performance of work as a classified employee making a difference for students; demonstrated distinctive leadership and teamwork professionally. Such factors may include, but are not limited to:
* Attitude and adaptability
* Relationships with co-workers
* Workload handled under unusual conditions
* **Advocacy & Association Involvement -** Taken an active role in local and/or state associations
* **Community Engagement** - Personal commitment and leadership in community activities benefitting members, students, families.
* **Personal Achievement** – Personal and/or professional achievements that benefit students, members and/or the community
* **Enhancement of ESP Image** - Improved the overall image of classified employees, consistently willing to go above and beyond what is expected.

**Submittal requirements:** Nominations are limited to three (3) pages, the Nomination Form is Page 1 and the Reasons for Nomination sheet is Page 2. Both sheets are attached, and information should be entered using a 12-point font. Handwritten information, other than signatures, is NOT allowed. As you type on the Reasons for Nomination sheet, the remaining text will automatically scroll down, allowing for responses of varying length.

* **Optional letter of support** – *maximum 1 letter, 1 page*

Applicants **may** include one (1) letter of support. The letter should be from someone who knows the nominee well, must include how long the writer has known the nominee and in what capacity the writer is able to comment on the nominee’s qualifications.

Remember that both the person making the nomination and the local president must sign at the bottom of the Reasons for Nomination sheet.

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**Outstanding Employee Award**

**Nomination Form**

Due: First of Every Month

***Please use this form to submit the application. Failure to provide all requested information, including signatures, by the deadline will result in disqualification. Handwritten sheets will NOT be accepted.***

**NOMINEE INFORMATION**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Nominee Name:** | | |  | | | **Location:** | |  | |
|  | | | | | | | | | |
| **Career Classification** (*select one*) and enter position (ESL aide, kitchen manager, bus monitor, etc): | | | | | | | | | |
|  | | | | | | | | | |
|  |  | Assistants | |  | Position: | |  | |  |
|  |  | Maintenance | |  | Position: | |  | |  |
|  |  | Child Nutrition | |  | Position: | |  | |  |
|  |  | Secretarial | |  | Position: | |  | |  |
|  |  | Custodial | |  | Position: | |  | |  |
|  |  | Transportation | |  | Position: | |  | |  |
|  |  | Allied Professionals (other) | |  | Position: | |  | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **School/ Worksite:** | |  | **Supervisor:** | |  |
| **Work Address:** | |  | | | |
| **Home Address:** | |  | | | |
| **Email:** |  | | **Phone:** |  | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Submitted By:** | |  | | **Date:** |  | | |  |
|  | **Name:** |  | | | **Position:** | | |  |  |
|  | **School/Worksite:** | | |  | | | | |  |
|  | **Home Address:** | | |  | | | | |  |
|  | **Email:** |  | | | **Phone:** | |  | |  |
|  |  |  | | |  | |  | |  |

**REASONS FOR NOMINATION**

*(Maximum 2 pages, double-space)*

1. **Professional Practice:** *Describe the worksite responsibilities and personal achievements the nominee has made in his/her classification or field*.

2. **Advocacy and Association Involvement:** *In what ways does the nominee serve as an advocate in the day-to-day educational process, for members, for the profession, and for public education*?

3. **Community Engagement:** *How has the nominee been involved in promoting public education in the community? In what other ways is the nominee involved in community activities/projects*?

4. **Personal Achievement:** *How has involvement in the Association and community activities enabled the nominee to meet personal goals? What advice would he/she give to someone entering the profession*?

5. **Enhancement of ESP Image:** *Describe in detail how the nominee’s activities have enhanced the image of Educational Support Professional at the worksite, in the Association, and in the community*.

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Signature of person making nomination