Neah-Kah-Nie School District Employee Recognition Program Toolkit

Revised: August 15, 2016
INTRODUCTION

Overview

The purpose of the Treasure Awards program is to foster a culture of appreciation within Neah-Kah-Nie School District that honors and acknowledges district employees for their extraordinary work.

Neah-Kah-Nie School District believes employees are Treasures that nourish students’ minds, develop everlasting positive relationships with students, and are the hidden jewels of the District. A committee made up of members of the community, school board, confidential, administration, classified and licensed employee groups developed a program to recognize school district employees for their exemplary work. It is a strongly held belief Neah-Kah-Nie School District employees are worthy of and deserve recognition. The result of the committee’s work is this comprehensive employee recognition program.

Components of the Treasure Awards recognition program include:

• Each trimester two employees will be recognized for reflecting one or more of the Neah-Kah-Nie School District values
• An online or paper nomination form allows for simple, frequent recognition of any employee by another employee, community member, student, or parent
• The employee recognition committee will facilitate ongoing staff recognition activities, select award winners, and continue to research best practices for staff recognition

The Toolkit

The toolkit is specifically designed to provide all Pirates (students, employees, parents, and community members) with the tools necessary to effectively recognize district employees. It includes:

• Recognition Guidelines
• Tips for when and how to recognize employees
• Employee recognition
• Nomination criteria
• Employee appreciation and community celebrations
GETTING STARTED

Recognition Guidelines

• Be inclusive of all school district employees
• Be fair and be consistent

Tips for Recognizing Employees

• Be timely, recognize the employee promptly after the achievement
• Be specific in your praise and how the employee made a difference
• Look for the “extras” employees do
• Speak from your heart – it will show genuine gratitude and/or appreciation

Employee Recognition

Employees will be recognized on the district website and will be recognized in one or more of the following ways:

• In the classroom
• At a school assembly
• At a staff meeting
• School board meeting
• Work area
• Newsletters
• Local newspapers
Nomination Criteria

Treasure Awards nominations are open to all Neah-Kah-Nie School District employees.

Every trimester two Neah-Kah-Nie School District employees will be honored for their outstanding service. Each trimester will focus on how the nominee contributes to one or two Neah-Kah-Nie School District values. Treasure Awards nominations can be made by parents, students, school employees, volunteers, or community members.

Treasure Awards nomination forms are available in each school building and online. Nominations must describe how the nominee contributes to the Neah-Kah-Nie School District values and are due one month before the end of the trimester (November 1st, February 1st, May 1st).

Nomination Form web link
Treasure Award Nomination Form
Treasure Awards Employee Recognition Nomination Form

The Treasure Awards recognize Neah-Kah-Nie School District employees for exceptional service to education. Students, parents, community members, volunteers, and school district employees are encouraged to nominate a district employee for this award. The nominee must be currently employed full or part time by the Neah-Kah-Nie School District.

NOMINATIONS MUST BE RECEIVED ONE MONTH BEFORE THE END OF THE TRIMESTER (November 1st, February 1st, May 1st)

Nomination Category

- Licensed (teacher/ counselor)
- Classified (instructional assistant, secretary, cook, custodian, library media)
- Confidential
- Administrator

Name of Candidate ____________________________
Job Title _________________________________
Location of Nominee ____________________________
Email Address or Other Contact Information ____________________________
Nomination Submitted by ____________________________

On a single page, please describe how the nominee contributes to one or more of the following Neah-Kah-Nie School District values:

- Excellence in Education, Preparing Students for the Future
- Progressive Professional Practices
- Learning that Requires Rigor, Relevance, Responsibility and Relationships
- Building Positive Community Partnerships
- Being Responsible, Respectful, and Safe
- Building a Positive School and District Climate
- Celebrating Our Diversity
- Open Collaborative Communication
- Fiscal Responsibility and Prioritization
# Neah-Kah-Nie Employee Appreciation and Community Celebrations

## September 2016 - May 2017

<table>
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<tr>
<th>Date</th>
<th>Event</th>
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| September 29 - October 3 | Custodian Appreciation Week  
                       | National Custodial Workers Day (Oct 2)                             |
| October 12 - 16     | Food Service Workers Appreciation Week  
                       | National School Lunch Week                                         |
| October 16          | National Boss’ Day                                                   |
| October 19 - 23     | Transportation Worker Appreciation Week  
                       | National School Bus Safety Week                                    |
| November 16 - 20    | Teaching Assistant Appreciation Week  
                       | National Education Support Professionals Day (Nov. 18)            |
| January             | School Board Appreciation Month                                     |
| February 1 - 5      | Counselor Appreciation Week  
                       | National School Counseling Week                                   |
| March 7 - 11        | Classified Appreciation Week  
                       | Parent Support Specialist Appreciation Week                        |
| April 10 - 16       | Librarian Appreciation Week  
                       | National Library Week                                              |
| April 25 - 29       | Administrative Professionals Appreciation Week  
                       | National Administrative Professionals Day (Apr. 27)               |
| May 2 - 6           | Teacher and Substitute Appreciation Week  
                       | National Teacher Day (May 3)                                       |
| May 6               | National Nurse Day                                                   |
| May 16 - 20         | National Police Week                                                 |