

## Distinguished Service Award Procedures

1. Annually, in spring, special recognition shall be given to the support staff employee named to receive the Distinguished Service Award which is presented to an employee for his consistent, outstanding and favorable performance which assists in the district's goal of providing a quality education to each student. The award shall be presented by the Board President and/or Superintendent. The Distinguished Service Award recipient's name shall be engraved on a plaque in the Central Office, and he or she shall receive an individual plaque along with a \$50.00 cash award. The recipient and his or her spouse will be honored with a small banquet hosted by the Board and the employee's supervisor.

### 2. Determination of Award Recipient

a. Award Criteria: The recipient shall have:

- (1) Been duly and properly nominated.
- (2) Once nominated, consented to be considered for the award.
- (3) Consistently demonstrated outstanding performance that is favorable in nature and above normal responsibilities.
- (4) Accumulated a total of five years of service in the district.
- (5) Not received the award more than once during a ten-year period.

b. The award recipient shall be determined by the Recognition/Distinguished Service Award Committee.

(1) The Committee shall consist of the following members appointed annually:

A student, appointed by the Student Council or high school principal, a Board of Education member, a principal, a representative of a parent group, a representative from the support staff union, and a representative from the teacher's union.

The previous year's recipient shall be an automatic member on the Committee.

- (2) The chairperson shall arrange and schedule activities for the selection of all award winners. They shall gather the selection Committee members. They shall distribute nominating forms to all board members, administrators and staff, and make forms available to members of the community.
- (3) The chairperson shall prepare confidential voting packets with copies of all eligible nomination for each committee member.
- (4) The chair person shall have all voting packets to the District Office Administrative Assistant by December 15<sup>th</sup>.
- (5) Any Committee member who is considered a final candidate would exclude himself from the Committee; or withdraw the nomination.
- (6) Any Committee member who has a conflict of interest due to family or friendship would be urged to excuse himself from the Committee.

- (7) The Committee shall vote via secret ballot. The recipient shall receive the majority of votes of the Committee. The outcome is considered highly confidential until a formal announcement is made by the Superintendent.
- (8) The Committee Chairperson shall interact with the Superintendent to determine the manner of the presentation.
- (9) Time Line:

October/November

Recognition/Distinguished Service Award Committee members named by respective groups.

Nomination form modified as necessary to carry out the Committee's selection.

Nomination forms issued to all staff.

Publicity in local newspapers.

Nomination forms collected by chairperson and prepared for selection committee.

December

Nomination forms due to chairperson by December 1st.

Distinguished Service Award Committee shall vote via secret ballot to determine the award recipient prior to December 15<sup>th</sup>.

Tally of secret ballot votes by Administrative Assistant who shall therein notify the Superintendent.

Superintendent shall notify the award recipient immediately once the votes have been tallied.

Formal public announcement is made by the Superintendent.

January

The Board is notified of recipient's name.

February - April

Arrangements are made for the publication of an article in the local newspaper.

Award banquet held.

2017/18

**OCONTO FALLS AREA SCHOOLS SUPPORT STAFF  
DISTINGUISHED SERVICE AWARD NOMINATION FORM**

The purpose of this award is to recognize and honor support staff employees' consistent, outstanding, and favorable performance while employed by the district, which assists in the district's goal of providing a quality education to each student.

Person Being Nominated:

Location:

Role in School District:

Person Nominating:

Date:

Please describe this person's accomplishments and contributions. You may be contacted for further information.

Nominator's Signature

Address

Phone

This form should be submitted by December 1, 2017 to:

**Erika Bauer  
3000 Elm Street  
Abrams, WI 54101-0230**

