

# FOUNDATION'S OUTSTANDING CLASSIFIED EMPLOYEE OF THE YEAR COVER SHEET

## Memorandum

To: All TMCC Faculty and Staff

From: TMCC Outstanding Classified Employee of the Month/Year Committee

Date: March 8, 2010

Subject: The 2010 Outstanding Classified Employee of the Year

The selection committee for the 2010 Foundation Employee Award Program would like to take this opportunity to thank everyone who participated in this program during the past year. The committee would also like to congratulate all of the 2010 monthly winners.

This is the time of year that TMCC and its Foundation Board of Trustees recognize excellence in service by classified employees and nominates an employee to be named Outstanding Classified Employee of the Year. All TMCC permanent classified employees who have been at TMCC for at least two years, which includes one year in their present position, or the equivalent if in a part-time position, are eligible. All permanent classified employees who meet the requirements are eligible for nomination, whether or not they have been previously selected as an Employee of the Month during 2009.

Please use the employee of the year nomination form, [www.tmcc.edu/classifiedcouncil/downloads/](http://www.tmcc.edu/classifiedcouncil/downloads/), to nominate your choice for Employee of the Year, 2010. Each nomination is reviewed for selection based upon the nominee's accomplishments for continued above and beyond excellence in service to TMCC students, faculty and staff. As you prepare your nomination, please be detailed, specific, thorough, and address the criteria (especially in item one on the cover sheet/nomination form). Please attach two letters of support to the cover sheet/nomination form. Each letter may be only one page in length. The selection committee can not accept more than two letters of support.

The announcement of the Employee of the Year will be made at the Campus Awards Ceremony May 11, 2010.

Submit all nominations to Chris Tognarelli, RDMT 120. Please submit the nomination in an envelope marked confidential.

The nomination deadline is 5 p.m. March 29, 2010.

If you have any questions, please contact Chris Tognarelli, RDMT 120.

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## Nomination Form

Please submit to Christene Tognarelli, RDMT 120, no later than March 26, 2010.

Employee you are nominating: \_\_\_\_\_

Employee's department: \_\_\_\_\_

Your name (nominator): \_\_\_\_\_

Your telephone extension: \_\_\_\_\_

The following criteria will be used by the selection committee to select the Outstanding Classified Employee of the Year:

### Item 1

Please list specific examples of what this employee has done that was above and beyond their job description. The nomination is rated solely on the detailed examples given to show excellence in service above and beyond their standard job description. These examples should also include excellence in service to TMCC students, faculty and staff.

Attach further documents if needed.

### Item 2

A minimum of two years of service at TMCC that includes, one year in present position, or equivalent time if in a part-time position. The nominee must have been employed at TMCC on or before December 31, 2007.

### Item 3

Each nomination is reviewed for selection based upon the nominee's accomplishments for continued above and beyond service to TMCC for the calendar year 2009.

### Item 4

Two letters of support from other TMCC employees (classified or professional). The original nomination letter and both letters of support must be no more than one page in length.

### Reminder:

The cover sheet/nomination form and the two letters of support must be submitted in a confidential envelope to Christene Tognarelli in RDMT 120 by 5 p.m. March 26, 2010.