



## **Classified Employee Excellence Recognition Award (CEERA)**

The Classified Employee Excellence Recognition Award (CEERA) program rewards non-certified employees of the Olathe school district for outstanding service and excellence in their job performance. Nominees might include paraprofessionals, food service employees, secretaries, custodians, business office personnel, grounds maintenance crew members, or other support positions in the district.

**\*Nominations carry over for review month to month for a period of one year (or 3 semesters)\***

**\*Nomination forms are due by the first of each month, August through May\***

Nominations must be supported by three letters of recommendation from individuals who have interacted with the classified staff member. Letters of recommendation might come from students, parents, colleagues, vendors, etc. and must outline how the nominee:

- Demonstrates a commitment to being a team player and a positive role model for others.
- Goes above and beyond in their job performance with specific personal characteristics or job skills that make them stand out
- Supports and demonstrates the district's staff guiding principles of:
  - Children first
  - Respect for all
  - Teamwork
  - Excellence and quality
  - Commitment to individual needs

Each recipient receives an unrestricted grant in the amount of \$500 and other commemorative items. The recipient will also be recognized as follows:

- OPSF Website, Facebook page, and e-newsletters
- Olathe District Schools publications and website
- District InfOlathe School News
- Foundation board meeting



# Olathe Public Schools Foundation

## CEERA NOMINATION FORM (Classified Employee Excellence Recognition Award)

Nominee: \_\_\_\_\_ Date: \_\_\_\_\_  
Building: \_\_\_\_\_ Job Title: \_\_\_\_\_  
Job Description: \_\_\_\_\_  
Number of years employed by the Olathe Public Schools District: \_\_\_\_\_  
Lead Nominator: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_

### CRITERIA FOR CONSIDERATION:

- Demonstrates a commitment to being a team player and a positive role model for others.
- Goes above and beyond in their job performance with specific personal characteristics or job skills that make them stand out
- Supports and demonstrates the district's staff guiding principles of:
  - Children first
  - Respect for all
  - Teamwork
  - Excellence and quality
  - Commitment to individual needs

### INSTRUCTIONS:

Each nomination should include three\* letters of recommendation describing how the employee meets all of the above three listed criteria. Please give specific examples. Attach this form as the cover sheet to the three\* recommendations for nomination.

### NOMINATORS:

List nominators below, including **email address** and **phone number** for each nominator.

(1) Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
(2) Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
(3) Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

*\* exceptions may be made to the number of nominating letters for those who work in a small work environment.*

Supervisor Name (Please Print): \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Building Administrator Name (Please Print): \_\_\_\_\_

Building Administrator Signature: \_\_\_\_\_

*Questions regarding supervisor signatures can be answered by calling 913-780-8222.*

A copy of the nomination packet may be returned to: Olathe Public Schools Foundation; 300 E. Loula Street; Olathe, KS 66061. Or, a PDF copy may be submitted to: [foundation@olatheschools.org](mailto:foundation@olatheschools.org).

Phone: 913-780-8222 Fax: 913-780-8225 [www.olathepublicschoolsfoundation.org](http://www.olathepublicschoolsfoundation.org)