



**Neah-Kah-Nie School District Treasure**

# **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

Neah-Kah-Nie Employee Appreciation	
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