



# Neah-Kah-Nie School District Employee Recognition Toolkit

Revised: November 10, 2021



## INTRODUCTION

### Overview

A committee made up of community and District representatives was created to come up with recommendations that support efforts to create a culture of appreciation and honor district employees for the exemplary work they do. It is the strongly held belief Neah-Kah-Nie School District employees are worthy of and deserve recognition. The District currently recognizes employees for years of service, a retirement reception, and Licensed and Classified Weeks; however, the committee wants to expand employee recognition at the District level without interrupting the many ways individual schools recognize employees. The result of the committee's work is a comprehensive staff recognition program that is effective and sustainable. *Treasure Awards* was the name chosen for the staff recognition program. Neah-Kah-Nie School District believes employees are *Treasures* that nourish students' minds, develop everlasting positive relationships with students, and are the real hidden jewels of the District. Components of the *Treasure Awards* recognition program include:

- An ongoing Employee Recognition Committee to be an ongoing advocate for staff recognition activities, and continue to research best practices for staff recognition
- An on-line recognition mechanism that allows for simple, frequent recognition of any employee by any employee, community member, students, and parents
- Each trimester, two employees will be recognized with *Treasure Awards*

### The Toolkit

The purpose of this toolkit is to assist in fostering a culture of appreciation within Neah-Kah-Nie School District that honors and acknowledges district employees for the extraordinary work they do. Benefits of utilizing the tool kit include building rapport with employees and co-workers, engaging them, and cultivating a positive climate that people enjoy being a part of. 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
- Where to recognize employees
- Places to announce a *Treasure Awards* recipient



## **GETTING STARTED**

### **Recognition Guidelines**

- Be inclusive of all District employees
- Be fair and be consistent. Do not play “favorites”
- Be aware of employee’s comfort level with public attention when recognizing them

### **Tips for Recognizing Employees**

- Be timely. Recognize the worker promptly after the achievement
- Be specific in your praise and how the employee made a difference
- Look for the “extras” that people do
- Speak from your heart – it will show genuine gratitude and/or appreciation

### **Where To Recognize an Employee**

Physical location can vary based on the method of recognition and comfort level. Some suggestions for face to face recognition include:

- In the classroom
- At a school assembly
- At a staff meeting
- School board meeting
- Work area

### **Places To Announce a Treasure Award recipient**

District and school websites

Newsletters

“You are a Treasure”



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



## **Nominations open to recognize outstanding Neah-Kah-Nie School District employees**

*Treasure Award* nominations are open for the Neah-Kah-Nie School District's employee recognition for exceptional service award

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 Award* nominations can be made by parents, students, school employees, volunteers, or community members.

*Treasure Award* winners will be recognized in their classroom/work area, staff meeting, school assembly or other location.

*Treasure Award* nomination forms are available in each school building or 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.

Web Links

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 and have worked for the district for at least two years.

**NOMINATIONS MUST BE RECEIVED ONE MONTH BEFORE THE END OF THE TRIMESTER**

### **Nomination Category**

- Teacher
- Classified
- Confidential
- Administrator

**Name of Candidate**

**Position**

**School of Nominee**

**Number of years working for the Neah-Kah-Nie School District**

Minimum two years. Leave blank if unknown

**Nomination submitted by:**

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Email address

### Relationship to Nominee

- Student
- Colleague
- Parent
- Volunteer
- Community Member

### Narrative

On a single page, please describe how the nominee contributes to one or more District values:

- Excellence
- 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

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