The purpose of the Oregon School Employees Association (OSEA) Employee of the Year award is to promote greater appreciation of the school employee by the educational community and the public at large and to honor their outstanding service to education and OSEA.

QUALIFICATIONS
1. The candidate must be an active member in good standing of a local OSEA chapter for no less than the equivalent of two school years.
2. The candidate must be of good character with outstanding work performance.
3. The candidate cannot have been a previous award winner at the state level.

ADMINISTRATION
1. Each chapter may nominate one candidate.
2. The name and identification of the candidate should appear only where noted on the nomination form.
3. It shall be the responsibility of the chapter president to initiate the nomination form and see that it is completed and returned by the deadline. (NOTE: If the chapter president is the person being nominated, the chapter vice president should take on this responsibility.) All pages of the nomination form must be returned intact. Please confine your wording to the space provided.
4. To assist in the impartial judging of all candidates, reference to the candidate by name, district or employer in the body of the recommendation should be avoided. “I have worked with the candidate for . . .” or “The candidate has worked for the district for . . .,” etc., would be appropriate examples of good wording. The candidate’s name, however, must appear only where indicated on the nomination form. This identification will be omitted after an OSEA identifying number has been assigned to the document.
5. Nominations must be postmarked by March 15, 2020, and sent to:

   Oregon School Employees Association
   Employee of the Year Award
   4735 Liberty Road S
   Salem, OR 97302-5036

6. OSEA past state presidents will be the judges.
7. Candidates will be judged on the basis of work performance including personal factors and outstanding characteristics and achievements. In addition, the candidate’s OSEA chapter level activities geared to benefit education and chapter unity and strength will be strongly considered.
8. Rating will be on a point system. The maximum number of points for each section of the nomination will be as follows:

<table>
<thead>
<tr>
<th>Sections</th>
<th>Job-related factors</th>
<th>OSEA activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 and 2</td>
<td>60 points</td>
<td>40 points</td>
</tr>
<tr>
<td>Section 3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Section 1 (job-related factors) must be completed by any ONE of the following who can best provide a recommendation based on the candidate’s job performance: candidate’s immediate supervisor, district superintendent or any other district administrator.

Section 2 (job-related factors) must be completed by a coworker (either certified or classified).

Section 3 (OSEA activities) must be completed by an officer or member of the OSEA chapter in which the candidate is active.

IMPORTANT NOTE: Since candidates are rated on the basis of job performance, other work-related matters and OSEA chapter activities only, other activities should not be referenced in the recommendations. (This only takes up valuable space on the nomination form and will not be considered by the judges in their ratings.)

9. The winner will be notified at the earliest possible date. Copies of the notification letter will be sent to the winner’s chapter president and superintendent. Presentation of the award will be made at Conference in June.

10. If the winner cannot be present at Conference, the award will be presented to the winner’s chapter.
OSEA Employee of the Year Nomination Form

Name of Candidate

Home address      City      Zip code

Job title      Department

EMPLOYER INFORMATION

School district

Employer address      City      Zip code

Superintendent

Candidate's immediate supervisor      Title

Mailing address      City      Zip code

CHAPTER INFORMATION

Chapter name and number

Chapter president (or vice president, if president is nominee)      Phone number

Mailing address      City      Zip code

Signature of chapter president or vice president      Date

PLEASE NOTE: It is the responsibility of the chapter president (or vice president when applicable) to initiate this nomination and ensure that it is completed as instructed, with all pages intact. Do not use more than the single page provided for each section.

Nominations must be postmarked by March 15, 2020. Send completed nominations to: Oregon School Employees Association, Employee of the Year Award, 4735 Liberty Road S, Salem, OR 97302-5036.
OSEA Employee of the Year Nomination Form

Section 1: Job-related factors from an immediate supervisor (limit comments to this page only)

NOTE: Information requested in Section 1 must be supplied by any one of the following who can best provide a recommendation based on the candidate’s job performance: candidate’s immediate supervisor, the district superintendent or any other district administrator.

As you prepare your written recommendation below, the following is offered as a guide to what the judges will be looking for in a candidate’s JOB-RELATED recommendation. How do you feel the candidate has contributed to the betterment of the district, students and coworkers? Describe tangible evidence of professional interest: i.e., enthusiasm, alertness and relationship to other employees of your district.

PLEASE DO NOT USE CANDIDATE’S NAME OR MAKE REFERENCE TO NAME OF SCHOOL DISTRICT IN WRITING YOUR RECOMMENDATION. THIS IS TO ASSIST IN IMPARTIAL JUDGING. THE CANDIDATE’S NAME AND POSITION OR TITLE ARE TO APPEAR ONLY AT THE BOTTOM OF THIS FORM. THIS WILL BE BLOCKED OUT BEFORE BEING SENT TO THE JUDGES.

Name of recommending supervisor
Title

Name of candidate
Title
Section 2: Job-related factors (limit comments to this page only)

NOTE: Information requested in Section 2 must be completed by a coworker (either certified or classified).

As you prepare your written recommendation below, the following is offered as a guide to what the judges will be looking for in a candidate's JOB-RELATED recommendation. How do you feel the candidate has contributed to the betterment of the district, students and coworkers? Describe tangible evidence of professional interest: i.e., enthusiasm, alertness and relationship to other employees of your district.

PLEASE DO NOT USE CANDIDATE’S NAME OR MAKE REFERENCE TO NAME OF SCHOOL DISTRICT IN WRITING YOUR RECOMMENDATION. THIS IS TO ASSIST IN IMPARTIAL JUDGING. THE CANDIDATE’S NAME AND POSITION OR TITLE ARE TO APPEAR ONLY AT THE BOTTOM OF THIS FORM. THIS WILL BE BLOCKED OUT BEFORE BEING SENT TO THE JUDGES.

Name of recommending coworker      Title

Name of candidate        Title
OSEA Employee of the Year Nomination Form

Section 3: OSEA activities (limit comments to this page only)

NOTE: An officer or member of the OSEA chapter in which the candidate is an active member must complete the information requested in Section 3.

PLEASE DO NOT USE CANDIDATE'S NAME OR MAKE REFERENCE TO NAME OF SCHOOL DISTRICT IN WRITING YOUR RECOMMENDATION. THIS IS TO ASSIST IN IMPARTIAL JUDGING. THE CANDIDATE'S NAME AND POSITION OR TITLE ARE TO APPEAR ONLY AT THE BOTTOM OF THIS FORM. THIS WILL BE BLOCKED OUT BEFORE BEING SENT TO THE JUDGES.

Part I — List OSEA activities: i.e., number of years as a chapter officer, number of years as a member of OSEA, names of chapter committees and years served, and other outstanding services performed for the chapter.

Part II — Please comment on what makes this person an outstanding chapter member/representative, such as what special effort has been made and/or what specific tasks were accomplished, etc., that places him/her above other chapter members.

Name of recommending coworker

Title

Name of candidate

Title