

LANE COMMUNITY COLLEGE CLASSIFIED EMPLOYEE OF THE MONTH AWARD

ELIGIBILITY:

To be eligible, at time of nomination, the classified staff member:

- 1) Shall be currently employed .5 FTE or more.
- 2) Shall have been continuously employed at LCC for a minimum of one year.
- 3) Shall have provided outstanding service directly to the college, its employees, and/or students.
- 4) Shall not have been chosen a winner in the current fiscal year.

PROCESS OF SELECTION AND NOTIFICATION:

1. Nomination forms are available on the Classified Professional Development Team website, <http://www.lanecc.edu/cpdt/eom.html>, from Elaine Marsh / Institutional Research, Assessment and Planning, or at the Human Resources Office. Completed nomination forms may be submitted at any time, and may be submitted electronically as an attachment to email (send confidentially to marshe@lanecc.edu). Forms received by the 15th of the month will be considered for the following month's recognition. The selection committee will only consider completed nominations. If the form is incomplete, the committee will request additional information from the nominators of the individual nominees.
2. An individual may be nominated an unlimited number of times. Each nominator may submit a separate form or several nominators may contribute to one form with all names of the contributing nominators appearing on the same form. Selection criteria is based on quality not quantity, however.
3. Return completed nomination forms directly and confidentially to Elaine Marsh, IRAP, Bldg 3, Rm 114. Electronic submission, as an attachment to email, is preferred.
4. Nomination forms are confidential. Please do not tell the employee you nominated them for this award.
5. The winner of the Employee of the Month will receive an award packet and will be recognized in The Weekly, and their portrait will be proudly displayed in a display case in the cafeteria.
6. All original nomination forms will be retained for the selection of the Outstanding Classified Employee of the Year.