

Employee of the Month Program

The Board of Education recognizes that the support staff and service providers of this district are an integral component in creating a safe and secure environment conducive to learning and providing a quality education to the students of Southampton.

Therefore, honoring the diligence and dedication to our school district by support staff and service providers is a priority of the Board of Education. Through the *Employees of the Month* program, employees and service providers will be recognized for their efforts in making Southampton Township Schools an outstanding school district.

The *Employee of the Month* program will recognize two (2) employees each month during the school year. Eligible staff members will include teachers, classroom assistants, custodians, secretaries, bus drivers, food services workers and building level administrators.

The Board of Education has established the following criteria for employees to be nominated and selected:

- Demonstrating behavior that assists students or other staff.
- Demonstrates a positive and welcoming attitude that fosters a positive learning environment.
- Displays outstanding performance pertaining to their job related responsibilities
- Works as a “Team Player” in fulfilling their responsibilities
- Contributes to the school district “above and beyond” expectations of their job
- Enthusiastically supports the “Mission” of Southampton Township Schools

The Employees of the Month will be nominated by the school community and selected by an ad-hoc committee appointed by the Board of Education. The committee will be comprised of three (3) Board of Education members and two parents. The Superintendent of Schools or his / her designee shall serve as a consultant to the committee, but shall not vote on nominees.

All eligible staff members shall only be selected as the “Employee of the Month” one time during the school year.

Nominations will be solicited via on-line and paper forms.



POLICY

SOUTHAMPTON TOWNSHIP BOARD OF EDUCATION

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The Board of Education directs the Superintendent of Schools to develop procedures for notifying the school community of the *Employee of the Month* program and for soliciting nominations. Communication to the school community may include electronic communications, website postings, and hard copies.

Recipients of the award each month will be recognized during the Board of Education meeting, receive an Employee of the Month certificate, a gift card provided via corporate sponsors and /or the Renaissance Program, and be recognized on the district's website.

Businesses sponsoring the "Employee of the Month Program" shall be recognized on the district's website and at the monthly Board of Education meeting during the "Employee of the Month" recognition presentation.

Adopted:

