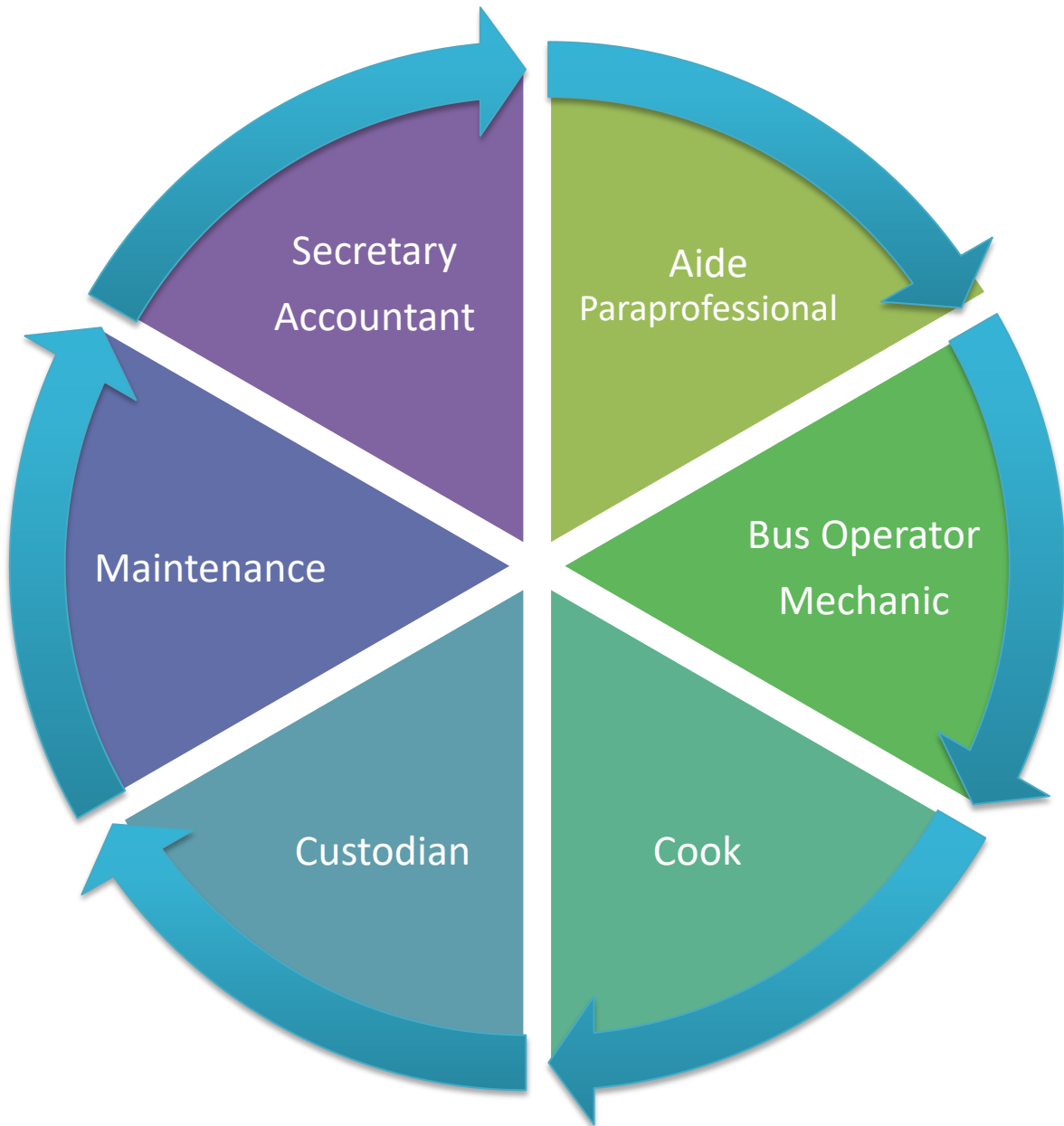




Service Personnel of the Year 2018 Nomination/Application

~Promoting Excellence in Service to the Students of Mineral County~



*Mineral County Schools
36 Baker Place
Keyser, WV 26726*

GENERAL GUIDELINES FOR THE SERVICE PERSONNEL OF THE YEAR PROGRAM

We are pleased to announce we are now accepting nominations for the annual Service Personnel of the Year program. Each year Mineral County Schools identifies an outstanding service personnel employee as the Mineral County Service Personnel of the Year and county nominee for West Virginia Service Personnel of the Year. Please read the following information carefully and be sure that you or the person you are nominating is eligible for consideration.

ELIGIBILITY

This opportunity is open to all service personnel employees who meet the following requirements:

- Be a current service personnel employee, having completed the past three years as a service personnel employee in Mineral County. If you currently have or have had approved leave in the past three years which did not constitute a break in service, you are eligible to be nominated.
- Can serve as a service personnel employee in Mineral County during the 2018-2019 employment term.
- Provide verification of eligibility and consent to participate (enclosed in nomination packet).
- Agree to apply for the 2018 West Virginia Board of Education School Service Personnel Employee of the Year.

RELATIONSHIP OF PARTICIPANT TO MINERAL COUNTY SCHOOLS

The Mineral County Service Personnel of the Year Program is an opportunity for a service personnel employee to help communicate the excellence of service to the public. The Mineral County Service Personnel of the Year will serve for one year. The service personnel employee may be requested to give talks, do consultations, and participate in other activities. The Mineral County Board of Education will grant leave when the service personnel employee is representing Mineral County by speaking, consulting, and participating in other activities, and will provide expenses as necessary for activities required of the Mineral County Service Personnel of the Year.

AWARDS

- Recognition as Mineral County Service Personnel of the Year
- \$1,000 Grant Award from the Mineral County Board of Education

SELECTION PROCESS

The Superintendent is responsible for establishing the process for selection of the Mineral County Service Personnel of the Year. The process of selection will be conducted by a selection committee. The committee will consist of past recipients of Service Personnel of the Year.

The candidate should:

- Be exceptionally dedicated to perform duties as a service employee, in whatever category they are employed, in a positive manner within the school system, having the respect and admiration of co-workers and school staff
- Show efforts of support to their fellow service employees
- Show a readiness, willingness, and ability to cooperate with all people with whom they come in contact

PRIVACY ACT NOTICE

The principle purpose of collecting this information is to provide the data necessary to make determinations of qualifications for Service Personnel of the Year. This information may be shared with local and state education agencies for lawful purposes.

TIMELINE

- March 1, 2018 Release of nomination packet and publicity
- March 16, 2018 Deadline for nominations (4:00 p.m.)
- March 21, 2018 Panel selection of Mineral County Service Personnel of the Year

SUBMISSION OF NOMINATIONS

NOMINATIONS MUST BE RECEIVED ON OR BEFORE MARCH 16, 2018 (4:00 P.M.)

Place the nomination form in a plain envelope or folder. Be sure to provide all information requested. If mailed, it is recommended that the nomination form be mailed first-class, but must be received by the deadline.

Submit the nomination to: Shawn Dilly, Superintendent
Mineral County Schools
36 Baker Place
Keyser, WV 26726

Do not hesitate to contact Mr. Dilly (304.788.4200 ext. 113) if you have questions concerning the nomination procedure.

MINERAL COUNTY SCHOOLS – SERVICE PERSONNEL OF THE YEAR 2018

NOMINATION FORM

PART I TO BE COMPLETED BY SCHOOL, BUSINESS, OR INDIVIDUAL MAKING THE NOMINATION:

NAME: _____ SCHOOL BUSINESS INDIVIDUAL
ADDRESS: _____ CITY: _____
STATE _____ ZIP _____ TELEPHONE: _____

I wish to nominate the following service personnel employee as Mineral County’s 2018 Service Personnel of the Year:

INSTRUCTIONS: PLEASE WRITE LEGIBLY AND ONLY USE THE SPACE PROVIDED ON THIS PAGE.

NAME of NOMINEE: _____
SCHOOL/WORKSITE _____ POSITION _____

I am nominating this person because: _____

Signature of Nominator _____ DATE _____

PART II TO BE COMPLETED BY THE NOMINEE:

Classification _____

Total years of experience: _____ Years in Mineral County: _____ Years in present position: _____

I am currently a full-time service employee Yes No

I have completed the past three consecutive years as a service personnel employee in Mineral County Yes No

*I hereby give my permission to be nominated as the Mineral County Service Personnel of the Year and agree that any/all of the materials in my application may be shared in the Mineral County Service Personnel of the Year Program. **Nomination form/application must be submitted by 4:00 p.m. on March 16, 2018.***

Signature of Nominee _____ Date _____

Please complete application on the back of this page. ⇨ ⇨ ⇨

