

San Diego Miramar College Classified Senate

Classified Employee of the Month

**1. Program Overview**

* **Goal**: Recognize and reward outstanding classified employees who consistently demonstrate exceptional work ethic, contribute to a positive campus environment, and go above and beyond their duties.
* **Nomination Process**: Open to all classified employees (including supervisors). Any employee can nominate.
* **Prize**: A reserved parking spot for the month, which can be managed by Facilities (for storage and moving as needed).

**2. Timeline**

* **Launch Date**: Beginning of each semester.(“Dark” in July and December?)
* **Nominations Open**: First week of each month.
* **Winner Announced**: At the start of the following month (typically the first day or the first Monday of the month).

3. Process

* Email notification to Miramar DL – Nominations open
	+ Deadline – 1 week to submit names
	+ Nominations close
	+ [Link to form](https://forms.office.com/r/eBcgMthDp6) (align scorecard) – [draft form](https://forms.office.com/r/eBcgMthDp6)
* Classified Senate Executive Council to review all nominations (either via email or at the next executive council meeting)
	+ Review Criteria:
		- Scorecard