

## **EMPLOYEE OF THE MONTH NOMINATION FORM**

PROVIDE COMPLETED FORM TO HR DEPARTMENT

Nominee:	Date:
Title:	Nominated by :
Department:	Department:
Each month, one (or more) employees at ICE will be recognized for exemplary work, idea, or service to the school. In the space provided, briefly describe the nominee's specific performance, contribution, service, savings, productivity/work processes, or outstanding citizenship exhibited during the award month. Please be sure to include the results and support to justify the nomination.	
Signature:	Date:

## Eligibility:

- All full time and part time regular staff employed for a minimum of 9 months and is considered an employee in good standing.
- You may nominate teacher, staff member or another employee.
- All nominations must be received by the 15th of the month for consideration for the next month's award.
- If a nomination is not selected, you may resubmit for consideration one (1) additional time, the following month.

## The Reward:

- \$150 will be given to the Employee of the Month winner. Reward may vary if multiple winners in 1 month.
- The winner will be announced to all staff via e-mail, posted at ICE and featured on the intranet.

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