



SUPPORT SERVICES SUPERSTAR AWARD

Nominations are being accepted for the Harford County Public Schools (HCPS) Support Services Superstar Award. This annual program gives HCPS stakeholders the opportunity to recognize deserving support services employees. APG Federal Credit Union (APGFCU) is the proud sponsor of HCPS Support Services Superstar Awards.

All Harford County Public Schools regular support staff employees are eligible for the award. Employees must be appointed at least .5 FTE and must have successfully completed one year of continuous service (10-Month employees by September 1, 2017 and 12-Month employees by July 1, 2017). Supervisors, administrators, teachers and other certificated employees, and substitute employees are not eligible to receive this award. Nominees must meet APGFCU eligibility criteria (to include but not limited to being a member or eligible for membership in good standing of any existing or former accounts).

Examples of eligible support staff employees include:

- ✔ Clerical support
- ✔ Instructional support (Paraeducators; Inclusion Helpers, etc.)
- ✔ Custodial support
- ✔ Facilities support
- ✔ Food service support
- ✔ Transportation support
- ✔ Central office support – non-supervisory (Technology; Business Services; Curriculum, Instruction, and Assessment; Human Resources, etc.)

The awards will be based on employees meeting at least one of the following criteria:

- ✔ Exemplary performance, outstanding achievements, or accomplishments
- ✔ Exemplary role model to include outstanding customer service, collaboration, and positive attitude
- ✔ Cost savings or ideas that contribute to increased efficiency
- ✔ Design and implementation of new systems or processes

Up to 10 award recipients will be awarded \$200 each. Cash award to be deposited into APGFCU share account for those recipients already APGFCU members. Non-APGFCU member recipients have the option of establishing a membership for award deposit or receiving a Visa Gift Card. In addition, schools/departments will receive \$100 to host a celebration for successful recipients with his/her work location.

A nomination form and accompanying letter of nomination should be submitted to Human Resources as the first step in the vetting process. Eligible employees will be asked to confirm their interest by submitting an online application. A panel of judges will review the submitted applications to select finalists to recommend to the Superintendent. Upon approval by the Superintendent, award recipients will be notified on Education Support Professional Day (Wednesday of American Education Week).

Timeline for 2017-2018 Support Services Superstar Award:

- ✔ August 17 – September 30, 2017 Nominations received
- ✔ October 2 – October 30, 2017 Nominations reviewed
- ✔ November 15, 2017 Award recipients notified
- ✔ School/departments will schedule site celebrations in conjunction with Human Resources and APGFCU

Nomination forms may be downloaded at www.hcps.org. For additional information, please contact Jean Mantegna, Assistant Superintendent for Human Resources at 410-588-5226.



SUPPORT SERVICES SUPERSTAR AWARD NOMINATION FORM

Eligibility:

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Criteria:

The awards will be based on employees meeting at least one of the following criteria:

- Exemplary performance, outstanding achievements, or accomplishments
- Exemplary role modeling to include outstanding customer service, collaboration, and positive attitude
- Cost savings or ideas that contribute to increased efficiency
- Design and implementation of new systems or processes

Award:

Cash award to be deposited into APGFCU share account for those recipients already APGFCU members. Non-APGFCU member recipients have the option of establishing a membership for award deposit or receiving a Visa Gift Card.

Nominee's Information	
Name:	
Department/Location:	
Position:	

Nominator's Rationale:

Please attach a written letter of nomination (no more than 2 double-spaced pages) that describes how at least one of the eligibility criteria described above has been demonstrated by the nominee. The letter should clearly illustrate the employee's outstanding performance, leadership, or exemplary services to the school system. Nomination materials must include a letter of recommendation from nominee's supervisor and may also include up to two additional letters of support (no more than 2 double-spaced pages each.)

Nominator's Information		
Name:	Phone:	Email:
Relationship to Nominee:	<input type="checkbox"/> Supervisor <input type="checkbox"/> Co-Worker <input type="checkbox"/> Non-HCPS Associate <input type="checkbox"/> Other (Please indicate): _____	
Signature/Electronic Signature:	Date:	

**Send the completed form and supporting documentation to:
Support Services Superstar, Office of Human Resources or to Kim.Wenderoth@hcps.org**

Nominations must be received by September 30, 2017