



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, 2019 and 12-Month employees by July 1, 2019). 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
- Positive impact on an individual, work location, or school system

Up to 15 award recipients will be awarded \$200 each. The cash award will be deposited into an 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 within his/her work location.

A nomination form completed in its entirety should be submitted to Human Resources as the first step in the selection 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 2019-2020 Support Services Superstar Award:

- August 19 – September 30, 2019 Nominations received
- October 1 – October 30, 2019 Nominations reviewed
- Week of November 18, 2019 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:

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- Positive impact on an individual, work location, or school system

Award:

Up to 15 award recipients will be awarded \$200 each. The cash award will be deposited into an 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.

I nominate the following employee for the Support Services Superstar Award		
Name:		
Department/Location:		
Position:		

Nominator’s Rationale:

Please complete the attached nomination questionnaire clearly illustrating the employee’s outstanding service to the school system. If the nominator is someone other than the direct supervisor, Human Resources will request a completed questionnaire from the immediate supervisor as part of the selection process.

Nominator’s Information		
Name:	Phone:	Email:
Relationship to Nominee: ___ Supervisor ___ Co-Worker ___ Non-HCPS Associate		
___ Other (Please indicate): _____		
Signature/Electronic Signature:		Date:

**Send the completed form and supporting documentation to:
Support Services Superstar, Office of Human Resources or to
Donna.Dean2@hcps.org**

Nominations must be received by October 1, 2019

For HR Office Use Only:

Supervisor: _____

Date Recommendation Received: _____

Date Nominee Emailed: _____

Nomination Accepted: Yes _____ No _____

Date Biography Rec'd: _____

Date of Hire: _____

3. Has the employee contributed to cost savings and/or increased efficiency for their work location? Please explain.

4. Explain the positive impact the nominee has had on an individual, work location, or school system.