

ALAMEDA UNIFIED SCHOOL DISTRICT

Excellence & Equity For All Students

Alameda Unified School District Employee Recognition Program Nomination Form

1. Employee's full name and current position.
2. Name of person submitting the nomination.
3. List which criteria, 1 through 5 that you base your nomination on.
4. Narrative of nominee's contribution. (A narrative of 25 -100 words describing the contribution related to the criteria—**typed preferred**).
5. All nominations should be forwarded to the Human Resources Office – **Attention: Sandy Wong**, Coordinator of Employee and Labor Relations, by the 10th of each month.
6. Winners will be selected and notified by the end of each month.
7. Nominations remain on file for at least one school year.

Employee(s) Nominated David Oronos Position Mail Clerk

Nominee's Site District Office

Person Submitting the Nomination Shariq Khan

Criteria Nominated (numbers) 1

Did you notify employee(s) about nomination? ☐ Yes ☒ No

Narrative:

I would like to nominate David Oronos for the Employee of the Month. David goes above and beyond his job duties to provide excellent office services to the Alameda Unified School District. David joined the district a little over a year ago and was integral in integrating District's inventory with the financial system. This program allows sites and departments to track equipment by vendor, serial number or by funding source. Many district departments are faced with external audits of their equipment. This integration has increased efficiency by allowing users to access data from the software in a timely fashion. It is David's meticulous nature and significant organizational commitment that has made this program a success. David also demonstrates resourcefulness by bringing his knowledge in computer software and finding ways to improve office practices and procedures at AUSD. David has done an outstanding job of consistently providing exceptional, accurate and professional work. He is an excellent asset to the AUSD team.