

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 Steven Lee Position Coordinator
Nominee's Site MOF Compliance
Person Submitting the Nomination Tracy Corbally
Criteria Nominated (numbers) 1

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

Narrative:

I nominate Steven Lee for Employee of the Month for his "Distinguished service to the District, staff, or students, which clearly surpasses normal job expectancies". Since he joined AUSD, Steven has impressed us here at ASTI with his consistent attention to detail and follow-through. Steven puts time and care into his work, tirelessly composing proposals of options for problems we seek to solve, or for items we seek for our campus facilities. In short, Steven is an attentive listener who pays attention to details and works hard to find the solutions most appropriate to our site. He is responsive to feedback, and will not give up on an issue until it is resolved. We appreciate his hard work.