



2020-2021 Employee of the Month (EOM) Procedures

In an effort to recognize our amazing district employees who are going above and beyond and are truly making a positive difference in the lives of our students, starting November 02, 2020, Waco ISD will resume the monthly Professional and Support Employee of the Month (EOM) initiative. The first Employees of the Month will be announced at the end of November. Outlined below are the procedures for Employee of the Month.

Nominations for Professional and Support EOM:

- EOM nominations will be accepted using this [Google Form](#) from the 1st to the 10th of each month. November 2, 2020, will be the start of the nominating process for the 2020–2021 school year. Completed nomination forms will automatically be sent to Ronnita Carridine, executive director for human resources at ronnita.carridine@wacoisd.org.
- **Full-time employees who have been with Waco ISD at least one year are eligible.**
- Criteria listed on the nomination form will include, but are not limited to: **performance above and beyond** the employee's required job duties, **attendance**, **punctuality**, being a **team player**, displaying a **positive attitude** in the workplace and approval of supervisor.
- To nominate for both categories, you will need to submit two separate forms.

EOM Selection Procedures:

- EOM nominations will be reviewed by the district's EOM committee, which will consist of professional and support employees from the district.
- The EOM committee will meet monthly to review all nominations and determine a professional and a support EOM.
- Employees of the Month will be named for the months of November 2020 through May 2021.

Following the EOM Determination:

- A surprise celebration to announce the EOM will occur at the employee's work location.
- The communications department will post information on the district homepage in recognition of the EOMs; and these procedures and the nomination form will be available on the human resources department website.
- The new EOMs will be placed on the board agenda for recognition.
- Each EOM will receive a framed EOM certificate. That certificate will be displayed at their campus/department during the month they are recognized. A letter from the superintendent honoring each EOM will also be provided, and a copy will be placed in the employee's personnel file.

We look forward to honoring all of our Employees of the Month for the 2020-2021 year!