

**Classified Employee of the Year  
Timeline and Steps**

<b>Step</b>	<b>Date</b>	<b>Action</b>	<b>Responsible</b>
1.	June	Prepare Brochures.	Human Resources (HR) and Marketing
2.	July	Brochure and Nomination Forms to Sites.	HR
3.	August Flex Week	Sites May Announce Program	Classified Senate Presidents/DAC Rep
4.	First Week of September	Program Roll-out: <ul style="list-style-type: none"> <li>• Brochure and Nomination Forms Posted on Website</li> <li>• E-Mail Announcement to All Employees</li> </ul>	HR
5.	November 30	Nominations Due to Classified Senate Presidents/DAC Rep.	
6.	2 <sup>nd</sup> week of December	Local Nominating Committees Meet.	Classified Senate Presidents/DAC Rep
7.	December 31	Local Nomination Applications Due to HR	Classified Senate Presidents/DAC Rep
8.	December 31	Each Site Provides Two Names For Districtwide Selection Committee to HR.	Classified Senate Presidents/DAC Rep
9.	3rd week of January	Two Days Prior to Districtwide Selection Committee Meeting: <ul style="list-style-type: none"> <li>• Brief Committee Members on Process and Confidentiality</li> <li>• E-Mail Nomination Packets to Committee Members to Review</li> </ul>	HR
10.	3rd week of January	Districtwide Selection Committee Meets to Select Finalist Using State Scoring Matrix. Meeting facilitated by HR.	Districtwide Selection Committee and HR
11.	3rd week of January	Chancellor Calls All Finalists Following Districtwide Selection Committee Meeting.	Chancellor
12.	3rd week of January	E-Mail And Website Announces Finalists' Following Districtwide Selection Committee Meeting.	HR and IT
13.	3rd week of January	Letters Inviting Finalists to February Board Meeting (Include Copy of Individual Nomination Packets) Following Districtwide Selection Committee Meeting.	HR
14.	3rd week of January	Order Plaques for VCCCD Classified Employee of The Year and Finalists.	HR
15.	February Board Meeting	Recognition Of Finalists and Announce VCCCD Employee of the Year.	Board Chair, Chancellor's Office, HR
16.	Following February Board Meeting	E-Mail And Website Update with Finalist Name/Photo	HR
17.	Following February Board Meeting	Thank You Notes to Nominators and Districtwide Selection Committee Members	HR
18.	Following February Board Meeting	Submit VCCCD Nomination To State Chancellor's Office	Chancellor's Office