

## Employee of the Month Nomination Guidelines

### 1. Purpose

The Employee of the Month program is established for all staff of Athenian eAcademy and designed to recognize excellence.

### 2. Criteria for nominating an Employee of the Month

Staff members may be nominated for this award for their exemplary achievements or efforts in one or more of the following areas:

- Makes a difference to Athenian eAcademy and/or to members of the community
- Goes above and beyond expectations
- Excels as a team player
- Strives to bring out the Athenian eAcademy “spirit” in others

### 3. Eligibility

Any staff member that has been employed for at least six (6) months is eligible. Employees under disciplinary action in the past year and members of the selection committee are not eligible

### 4. How to Nominate

Complete the nomination form. Forms can be found at [www.aea.rocks](http://www.aea.rocks) under the “About Us” tab. Athenian eAcademy students, employees and patrons are encouraged to submit nominations at any time; however, completed nominations should be submitted to the Superintendent’s office ([jaredferguson@aea.rocks](mailto:jaredferguson@aea.rocks)) by the first day of the month. If mailing the form, please send to Jared Ferguson 765 E. 340 S. Ste. 203, American Fork, Utah 84003.

Nominations and supporting material will be reviewed by a committee and the recipient will be announced at the Board of Education meeting.

