

The Lewis Center for Educational Research has a very dedicated staff that works very hard on a daily basis, but if you have noticed that one staff member that has stepped up and really gone out of their way to help a student or coworker in a very meaningful way, they deserve to be recognized by nominating for them for Employee of the Semester.

**Nominations are due by 7:00am, November 22, 2018.**

Please read the special notes at the bottom of this email for more information on requirements, then use the link below to enter your nomination.

<http://www.lewiscenter.org/Departments/Human-Resources/Employee-of-the-Semester/Nominate-an-Employee/index.php>

**SPECIAL NOTES FOR NOMINATING:**

- All employees who receive a valid nomination will receive an “Every Day Hero Award”.
- Our Executive Team will vote on the Every Day Hero’s to determine who will be honored with the Employee of the Semester award.
- **Be as descriptive as possible in your nomination. Nominations that are vague may not be included in the running.** It is always very difficult to determine who will receive the honor of being Employee of the Semester, and detailed nominations will assist our Executive Team in making a decision.
- Any nominations received after the deadline listed above will be held over for the next semester.
- The nominations will be broken down into the following categories, and one Employee of the Semester will be selected from each:
  - AAE Certificated Elementary (TK-5<sup>th</sup>)
  - AAE Certificated Middle School/High School (6<sup>th</sup> -12<sup>th</sup>)
  - AAE Classified
  - NSLA Classified
  - NSLA Certificated (TK-8<sup>th</sup>)
  - LCER Staff (Facilities, IT, Finance, Human Resources etc.)