

Memorandum

To : Honorable Jerome E. Horton, Chairman
Honorable Michelle Steel, Vice Chair
Honorable Betty T. Yee
Senator George Runner
Honorable John Chiang

Date : December 5, 2014

From : Cynthia Bridges *CB*
Executive Director

Subject : **BOE Employee Recognition Award Program Update**

The BOE executive team has updated the Employee Recognition Award Program. Specifically, we will now be conferring awards using six new award categories as follows:

- Customer Service
- Extra Mile
- Innovation
- Leadership
- Supervisory Excellence
- Teamwork

To ensure we continue to recognize employees from throughout the agency, we have designed a system where one employee in each district will be selected for an award in each of the first five categories. With respect to the last category, the agency will also recognize at least one group from throughout BOE in the Teamwork category.

The use of criteria, guidelines and a rating scale will allow BOE to continue to recognize the best and brightest in our agency each year. Last, the program has been restructured so that the award cycle being processed is now celebrated in the current fiscal year, as opposed to running a year behind. We look forward to launching this program.

CB: ch:vn

cc: Mr. Mike Gipson
Ms. Shellie Hughes
Mr. Joel Angeles
Mr. Alan LoFaso
Mr. Sean Wallentine
Ms. Marcy Jo Mandel
Mr. David Gau
Ms. Cristina Herrera