

ADMINISTRATIVE CIRCULAR NO. 76

Office of Chief Human Resource Officer

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: February 21, 2023

To: All Employees

Subject: ROOKIE OF THE YEAR EXPLANATION AND NOMINATION PROCESS

Department and/or Persons Concerned: All Employees

Due Date: **Friday, March 17, 2023, by 5 p.m.** – Nominee for Site or Department Rookie of the Year (ROY)

Reference: New employee recognition program - [Rookie of the Year](#)

Action Requested:

1. Identify **one** new employee who is a representative of the attributes listed below and eligible according to the ROY guidelines. Please review the eligibility requirements on page 2.
2. Submit the name of the Rookie of the Year nominee by **5 p.m. on Friday, March 17, 2023**. *This recognition program is optional and not a requirement of the district.*

Brief Explanation:

The San Diego Unified School District, in partnership with North Island Credit Union, is seeking nominations for the inaugural Rookie of the Year Recognition Program. The Rookie of the Year (ROY) Recognition Program recognizes new district employees that exemplify effectiveness in service; contribute to a positive school or site climate; display dedication and passion through their work ethic; and show high levels of professionalism and compassion for their colleagues and their community. The San Diego Unified Rookie of the Year Recognition Program individually honors 5 newly hired employees across all sites and departments. The event honoring new employees provides an opportunity for board members, the public, the district leadership team, and the entire San Diego Unified Community to recognize, express gratitude, and celebrate the positive impact of individuals recently hired. Additionally, the program further emphasizes the district's commitment to employee wellness and employee retention through positive affirmation and appreciation. **Both the nominating employee and Rookie of the Year will be invited to a recognition ceremony during a game in a VIP Suite at PETCO Park on May 2, 2023.** During the ceremony, the following number of "Rookies" will be honored:

1. (5) San Diego Unified School District Rookies of the Year.
 - a. Winners are determined by a diverse panel of veteran employees from various departments, representative of all employee groups.

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The district welcomes each school site and department to provide nominations to be considered for recognition. All nominations should be submitted electronically using the links and guidelines below (please note, the submission form must be completed all at once, please prepare your nomination prior to submitting the online form):

- [2023 Rookie of the Year Nomination Form](#)

When selecting your site nominee, ask yourself, “Which employee best embodies these principles?”

- Exemplary Workplace Effectiveness
- Positive Workplace/Classroom Climate
- Exemplary Work Ethic
- Exemplary Work Habits and Professionalism
- Exemplary Commitment to Professional Growth

Only one nomination can be submitted per site/department. Once the selection is made, the Site Rookie of the Year nominee information should be submitted via the [online form](#) by **5 p.m. on Friday, March 17, 2023.**

Eligibility for District Rookie of the Year:

1. Must be a full-time or part-time employee at the time of nomination and at the time of recognition.
2. Must be able to attend the May 2, 2023 in-person recognition at PETCO Park.
3. The nominee must have been hired between November 3, 2021 and November 2, 2022.
**Employees hired after the cutoff date are eligible for the following school year's recognition.*
4. Nominees must be in good standing.
5. The site supervisor or site principal must be notified of the nominee prior to submission.
6. Individuals nominating the rookie must work directly with the individual they are nominating.

If you need additional information or have questions regarding the Rookie of the Year process, contact Isabella McNeil at imcneil@sandi.net.

APPROVED:

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Chief Human Resources Officer

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