



## Orange County Classified School Employee of the Year Frequently Asked Questions

---

**Q: Who can nominate classified staff members?**

**A:** We encourage schools/districts to allow anyone to nominate employees for the Orange County Classified School Employee of the Year (CSEY) program. Parents, school staff, and community members know which staff members stand out as exceptional and we welcome them to be part of the nomination process.

---

**Q: Can an “Office Manager” be nominated as a classified school employee?**

**A:** As long as the employee is considered a “rank and file employee” and **not** “management or supervisory,” they can be nominated.

---

**Q: Can a preschool instructor be nominated as a classified school employee?**

**A:** If the preschool teacher is **not** credentialed, yes, they can be nominated under the *Paraprofessional* category.

---

**Q: Can a classified school employee be nominated multiple times?**

**A:** Candidates can only be nominated **once per category** in their career, with a minimum of five years of service in the nomination category.

For example: If an employee served as an Office Clerk for five years and was nominated for the CSEY program, and then served as a Classroom Assistant for five years, they can be nominated again since the nomination category changed. An Office Clerk falls under the *Clerical and Administrative Services* nomination category and a Classroom Assistant falls under the *Paraprofessional Services* nomination category.

---

**Q: If a classified school employee served in the same job category for five years but had a change of title during those five years, can they be nominated?**

**A:** Yes, the requirement is a minimum of five years in the **nomination category**.

For example: If an employee was an Office Technician for two years and then served as an Administrative Assistant for three years, their total years of service in category (in this case, *Clerical and Administrative Services*) is equal to five years.