Peer to Peer (P2P) Program

What it is:
The P2P is an "on the spot" written recognition by co-workers for co-workers saying, 'thank you, you did a good job' or 'thanks for your help.'

How it works:
Complete the P2P certificate either by hand or electronically. The electronic form is in triplicate and will automatically fill the next two forms as you complete the first one. Print completed form and give one to the person you are thanking, one to the person's supervisor, and put one in the section's drawing box. If completing the certificate by hand, either copy or complete enough certificates for the person being thanked, the person's supervisor, and the P2P drawing box.

Each section will have a box to place copies for the drawings. P2P Recognition is available to all employees; however only those receiving leave benefits will be eligible for the administrative leave (OA) drawing.

Selections will be held quarterly for 2 hours of OA. Selections may include both the nominee and the person submitting the nomination. OA cannot be received by the same person in consecutive quarters.

The EAC representative for each section will take the submitted forms to the first EAC meeting in the quarter (July, October, January, and April). At the end of the meeting, EAC representatives will conduct/oversee the drawing for the OA awards for their section. The EAC representative will ensure they are distributed to the winners.

In addition to the 2 hours of OA, it is suggested each section decide on how to recognize P2P awards apart from the drawings. Suggestions included placing the P2P form on the 'awardees' wall, announcing in staff meetings, or some other recognition determined by the section.

Awards will be distributed, each quarter, in proportion to the number of people within each section. The current distribution is as follows:

Section	
Administration/Law and Professional Practices/School Children's Trust/Internal Audit	6
Assessment and Accountability	4
Career and Technical Education	4
Charter Schools	2
Child Nutrition Programs	4
Data and Statistics/Student Data Privacy/ULEAD	2
Financial Operations	6
Information Technology	8
Student Support – East	4
Student Support – West	6
Teaching and Learning	6

The P2P certificate can be found here.