

ELIGIBILITY/TIMING

- Career and limited appointment employees.
- Nominees must be demonstrating ongoing satisfactory performance in their current positions.
- Nominations may be made at any time during the fiscal year; award should be given on-the-spot in close proximity to the performance/contribution being recognized.
- Employees outside the unit/department/organization may be nominated with prior approval from the outside employee's unit/department/organization head; the nominator's unit funds the incentive award when an award is made outside his/her unit unless other arrangements are agreed upon.

NOMINATIONS

- Supervisors may grant a \$150 Incentive Award "on-the-spot"; total incentive awards not to exceed 10% of annual salary within a fiscal year.
- Supervisors will be supplied with "on-the-spot" certificates that indicate a \$150 award. After completion of the certificate, it should be given to the employee "on-the spot."
- Nominations should be submitted/processed on the attached nomination form.

CRITERIA

An employee may be nominated if his or her performance meets one or more of the following suggested criteria:

- 1) The employee's creativity or innovative action positively impacts departmental/organizational customers.
- 2) The employee measurably improves organizational performance and operational efficiency.