



**REWARDS AND RECOGNITION
APPLICATION FOR REWARD**

EMPLOYEE NAME: _____ **ULID:** _____

JOB TITLE: _____ **DATE:** _____

SUBMITTED BY (NAME/TITLE): _____

Instructions: Please select reward type below and complete questionnaire section, then attach and submit this form with a Personnel Action Form (PAF).

REQUEST FOR SPECIAL PROJECTS REWARD: Special Project shall have resulted in a major benefit to the University, such as cost savings, service improvement, or improved productivity/efficiency, and must not be a regular and recurring part of the employee’s position.

REQUEST FOR INNOVATION/SIGNIFICANT ACHIEVEMENT REWARD: Employee or Employee group either develops a new idea/procedure or improves upon an existing idea/procedure which has resulted in either a savings to the University through reduced costs or a simplification of procedures resulting in increased productivity or efficiency.

REQUEST FOR TRAINING REWARD: Trainings eligible for reward must be recognized nationally and testing for completion is required, must include a minimum of forty (40) hours of class work and/or course work, must be directly related to the Employee’s job, shall not be a part of the minimum qualification requirements for the Employee’s job, or considered part of the basic duties defined in their job description, cannot be required or facilitated by the Employee’s agency; and cannot be post-secondary higher education (e.g., college hours and/or degrees and courses at secretarial or technical colleges).

REQUEST FOR CERTIFICATION REWARD: An Employee may be rewarded if he or she attains a Certification that meets all the criteria listed above for a Training Reward, and that is nationally recognized. This type of Reward may be given only once to an Employee in a fiscal year.

EXCEPTIONAL PES REWARD (Classified only): Employee may be rewarded if he or she attains an “exceptional” rating on their PES. Classified Employees cannot receive more than one Reward for exceptional PES per fiscal year.

OTHER REWARDS/RECOGNITION: To be evaluated by Human Resources for applicability to the Rewards and Recognition policy.

Date Earned/Completed: _____

Reward amount requested: \$ _____

Has the Employee previously received compensation under the Rewards and Recognition Policy, or any other policy or Civil Service pay rule?

No Yes

If yes, and when was it last awarded? _____

Justification of Request for Reward:

Please attach any additional comments/justification as needed, as well as supportive documentation (i.e. copy of the certification, confirmation of training completion, a letter from the certifying organization, etc.)