



EXCEPTIONAL CONTRIBUTION NOMINATION FORM FOR
MANAGEMENT AND CONFIDENTIAL EMPLOYEES

Date of Nomination	
Name of Employee Nominated	
Job Title	
Department	
Division	
Name of Nominating Employee	
Title of Nominating Employee	
Performance Time Frame (Must be from previous fiscal year)	
Recommended Bonus Amount (Actual \$\$\$ amount, not a range. May not exceed \$5,000)	
Department Head Approval	
Department Head Approval (of previous department if employee has transferred departments)	
Approval Date	

HUMAN RESOURCES VERIFICATION

Work Schedule (must work 30 hours/week to be eligible)	hours	
Disciplinary Actions (must not have any disciplinary actions within the previous 12 months)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Most Recent Performance Rating (minimum rating of "2" is required)		
Has employee been nominated for a similar activity before?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Date of Hire (active employee for previous 12 months)		
Employee Number		
HR Approval	Yes <input type="checkbox"/>	No <input type="checkbox"/>

APPROVALS

Committee Comments	
Committee Approval / Date	
Committee Approved Bonus Amount	
Board Approval / Date	



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Description of Performance / Contribution / Achievement / Action and Justification

(Please limit explanation to one page. Tips: Expanded job scope; dollar amount saved; hours amount saved; provide data/facts to support the nomination.)