

Division of Student Services
FLEXIBLE PAY AWARDS NOMINATION FORM
EXCEPTIONAL PERFORMANCE AWARD

- In general, departments are responsible for funding of awards; special requests for funding will be considered on a limited basis by the Vice President.
- Percent of staff appointment must be 50% or greater.
- Eligible staff must be non-organized P&S.
- Staff member must have a minimum of one year employment in a budgeted position within The University of Iowa and received at least the average July 1 increase within the Division of Student Services.
- Flexible pay is a lump sum bonus and not included in the base salary.
- Flexible pay is subject to taxes.

Employee Name: _____ Employee ID # _____

Classification: _____ Department _____

Funding Source

MFK: _____

\$ Amount Requested _____ of Base Salary _____ (Maximum to 10% of base salary)

Has employee received flex pay award this fiscal year? Yes ___ No ___ Maximum of 2 per year.

If yes, date of previous award _____ Amount of previous award _____

Describe accomplishment/achievement and Category for which you are nominating and attach a maximum of two page memo of justification must include: 1) justification for recognition; 2) resulting outcome/behavior; 2) evidence of accomplishment; 3) impact of accomplishment on organization and 4) justification of amount requested.

Category I ___ Category II _____ Category III ___

The date of this employee's last performance evaluation was _____ and job performance was above average.

Signature of Nominator Date _____

Signature of Supervisor Date _____

Approval of Department Head Yes No* _____ Date _____
Reason _____

Approval of Vice President Yes No* _____ Date _____
Reason _____

**If no, indicate why-attach documentation.*

Forward form to Office of Vice President for Student Services, 249 IMU