

**DIVISION OF STUDENT SERVICES  
FLEXIBLE PAY AWARDS NOMINATION FORM  
SPOT PERFORMANCE AWARD**

- In general, Departments are responsible for funding of awards. Special requests for limited funding will be considered 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 salary increase in the Division of Student Services.
- Flexible pay is a lump sum taxable payment and not included in the base salary.

Employee Name: \_\_\_\_\_ Employee ID # \_\_\_\_\_

Classification: \_\_\_\_\_

Department \_\_\_\_\_

Funding Source

MFK \_\_\_\_\_

\$ Amount Requested \_\_\_\_\_ (Not to exceed \$75.00)

Has employee received flex pay award this fiscal year? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, date of previous award \_\_\_\_\_ (Maximum of 4 per year, must be 30 days apart.)

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

Describe accomplishment/achievement; Justification must address: quality, centrality, value related to mission of department and/or university (attach no more than one typed page)

\_\_\_\_\_  
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 Reason; attached documentation

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