

Rewards and Recognition
(DOA Personnel Policy No. 33)

Special Projects/Innovation/Significant Achievement Application
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Section Name: _____ **Date:** _____

Section Head: _____

Employee Name: _____

Employee Job Title: _____ **Personnel #** _____

- 1) Does this employee currently have an overall performance evaluation rating of “Successful” or higher?

Yes ☐ **No** ☐

- 2) What is the nature and benefit of the project/innovation/significant achievement? Provide detailed information of the benefit (savings realized, costs avoided, increased productivity, etc.), along with supporting documentation.

- 3) Reward amount requested: _____
Justification: