

**Rewards and Recognition
(DOA Personnel Policy No. 33)**

Special Projects/Innovation/Significant Achievement Application

Section Name: _____ **Date:** _____

Section Head: _____

Employee Name: _____

Employee Job Title: _____ **ISIS/HR No.:** _____

- 1) Does this employee currently have a PPR rating of “Meets Requirements” or higher?

- 2) What is the nature of the project/innovation/significant achievement and how did the work benefit the DOA or its customers? Provide detailed information of the fiscal impact along with any quantifiable documentation to support the reward nomination (including savings realized, costs avoided, and the value of the increased productivity). Include any documentation that supports this request.

- 3) Reward Amount Requested: _____

- 4) This request will be funded by the section. yes ___ no ___
Funds are being requested from the appointing authority. yes ___ no ___

- 5) Has this employee previously received compensation under DOA Personnel Policy No. 33, Rewards and Recognition, or any other policy or Civil Service pay rule? If yes, for what effort (special project, training, certification, etc.) was the award given and when was it awarded?