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 an overall PES rating of “Successful” 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) 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?