Guidelines to Assist Supervisors in the Nomination of APT Employees For Performance Awards (PA)

Does Employee Meet Eligibility Criteria?

- Must have been in position on October 31
- Must have worked at least six (6) months in position being nominated for (hired on or before May 1st)
- Must have received an overall “Exceptional” performance rating in the current evaluation period.
- Must have been nominated by the supervisor.

Performance Award (PA) Nomination:

**Definition:** A discretionary award to an employee whose performance consistently exceeds performance expectations for the current evaluation period. Award paid as a lump sum stipend and is a 2%, 4%, 6% or 8% award.

Supervisors nominate eligible employees who have demonstrated significant accomplishments and/or exceptional service, attitude or effort during the evaluation period. The performance award is based solely on information provided in the nomination; no additional information/clarification is requested by the approving authority from the supervisor, Dean/Director, program, etc.

Performance Award nominations are submitted via the on-line Special Compensation Adjustment (SCA) System. Supervisors recommend the performance award amount and provide detailed justification to support the nomination. The nomination shall include the following:

1. **Examples of Exceptional Performance**
   a. Major projects/accomplishments completed
   b. Nominee’s role and responsibilities in completing the project/assignment
   c. Outstanding service, attitude or effort
   d. Improvement in quality of work
   e. Increase in quantity of work
2. Project/work impact and/or benefits to the University
   a. Significant cost savings
   b. Level of efficiency
   c. High visibility
   d. Revenue producing

3. Start and end dates of the assigned projects/tasks, if applicable

4. Other factors for background information, if relevant
   a. Short-staffed
   b. Emergency work
   c. Paid overtime
   d. On temporary assignment