

Employee Recognition Award Form

Employee Name: _____

Date: 12/9/2004

Non-Monetary Awards

Instructions: Select the award you would like to give to the employee, sign at the bottom then submit this form to Human Resources.

**** No other documentation is needed. ****

- Time Off** *Two Days* *One Day* *Half-Day* *Long Lunch (2 hrs)*
- City of Mercer Island Merchandise** *Denim Shirt w/logo* *Long-Sleeve Polo Shirt*
 Zippered Sweatshirt w/logo *Short-Sleeve Polo Shirt*
 Duffel Bag w/logo *Mug w/etched logo*
 Glass w/etched logo
- Mercer Island Outstanding Customer Service Recognition Watch**
- Insulated Tumbler with Coffee Shop Coupon and Candy**

Explanation: _____

Monetary Awards

Instructions: Select the award you would like to give to the employee, sign at the bottom and submit to Human Resources for approval.

**** No other documentation is needed. ****

- A Definite Difference Award** (up to \$200) for exhibiting extraordinary effort in making a positive process, system, or organizational change. **Amount \$ _____ (net)**
- Above and Beyond Award** (up to \$200 cash) in recognition of exhibiting substantial initiative in getting extra work or a project done which falls outside of normal responsibilities.
Amount \$ _____ (net)
- Customer Service Award** (up to \$100 cash) for performing exceptional customer service in a particular instance. **Amount \$ _____ (net)**
- Build a Better Mousetrap Award** (\$50 cash) for an idea or innovation that saves the City \$500 or more in efficiency or dollars.
- Team Appreciation Award** (\$25 cash or less) for an individual or team for successfully working with others in achievement of a common goal.

Explanation: _____

Director/ Manager Signature _____

Date: _____

Human Resources Approval _____

Date: _____

Employee Recognition Award Form

Employee Name: _____

Date: 12/9/2004

Date Award is to Begin: _____

Date Award is to End (if applicable): _____

Supplemental Pay Awards

Instructions: Select the award you would like to give to the employee, sign at the bottom, submit to City Manager for approval, then send to Human Resources.

**** Note the additional information required for each award. ****

Special Achievement Award (lump sum award up to \$500) for an extraordinary contribution in a specific area. Please fill out section below.

Amount of Award \$ _____ Net Effect Gross

Extra Duty Pay (lump sum or attach to base) for taking on substantial additional responsibility during a specific time period. Please fill out section below.

One-Time Payment Amount of Award \$ _____ Net Effect Gross

Attach to Base Amount of Award \$ _____

Please describe below why the employee is being nominated for this award. Attach additional documentation if needed: _____

Director/ Manager Signature _____

Date: _____

City Manager Approval _____

Date: _____

Finance Director _____

Date: _____

Human Resources _____

Date: _____