

# Merit Incentive Recommendation Form

**Instructions:**

Department Heads must complete an incentive recommendation form for each employee within their department that they would like to nominate for a merit incentive.

Don't just say that your employee is outstanding - articulate why. Be specific in your answers. When writing your recommendation, keep explanations clear and provide enough detail to ensure there is enough information for the Merit Incentive Award Team to review and make a decision.

**Eligibility Requirements:**

- Only regular, non-represented, full-time, and part-time employees working more than 20 hours per week are eligible for a merit incentive.
- Employees who had a written warning or higher during the 12 months prior to the recommendation deadline are not eligible for a merit incentive.
- Employees must have received a score of at least 3.75 on their last annual performance review.

**Types of Merit Incentives Available:**

- One-time allocation of up to five (5) days of personal time
  - Employees will have the option of cashing out pending budget availability
- One-time step adjustment or acceleration

While it's not possible to define every reason an employee may go above and beyond for their department or the City, in general, the following guidelines can be followed:

**Criteria for Merit Incentives:**

*One-time allocation of additional personal time*

- The employee assumed additional duties or responsibilities of a person in a higher classification for an extended period of time (3 months or more). If an employee receives step-up pay or other applicable compensation while completing duties they are not eligible for a merit incentive.
- The employee assumed additional duties beyond what would generally be expected from the scope of their position.
  - An increase of duties within the general scope of the employee's position and job description does not necessarily warrant a performance-based merit incentive. The purpose of progressing through the step system is to reward employees for increasing job competence and responsibility.
- The employee made a significant improvement in a service or increased a service for either the public, your department, or another department (with little or no increased cost).
- The employee developed a new work method or process which had a major impact on the department's operations through efficiency, cost-savings, impact to customer, or safety.
- The employee took the lead role in a major project or implementation that represented a significant time and effort commitment with successful completion.
- The employee identified a substantial cost or time savings for the department or City (materials, time, equipment, or money), or the employee makes a significant positive impact on their department's budget.

One-time step adjustments or accelerations

- The employee has shown progression in their role beyond prediction. This could include but is not limited to exceptional performance, demonstration of a high level of competence and mastery of key responsibilities, enhancing department services or processes, or gaining significant efficiency in processes and procedures within their role.

Hi, Shanon. When you submit this form, the owner will see your name and email address.

\* Required

1. Department head completing the form: \*

Enter your answer

2. First and last name of employee being nominated: \*

Enter your answer

3. Has the employee received a merit incentive in a prior year? \*

Enter your answer

4. What was the employees performance review score during their prior review cycle? \*

Enter your answer

5. What type of merit incentive award are you recommending? \*

One-time personal time award

One-time step adjustment

6. Please provide details on the merit incentive that you are requesting. Be specific. \*

Enter your answer

7. Please detail the justification for why your employee is being nominated for a merit incentive. Be sure to refer to the instructions above for details to include. \*

Enter your answer



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