

**FINANCE AND OPERATIONS  
FLEXIBLE PAY AWARDS NOMINATION FORM  
EXCEPTIONAL PERFORMANCE AWARD**

- Departments are responsible for funding of awards.
- Percent of staff appointment must be 50% or greater.
- Eligible staff must be non-organized P&S.
- An employee must have been employed at The University of Iowa in a regular position for six months to be eligible for an Exceptional Performance Award.
- Flexible pay is subject to taxes.
- Flexible pay is a lump sum bonus and not included in the base salary.

Employee Name: \_\_\_\_\_ Employee ID # \_\_\_\_\_

Classification: \_\_\_\_\_ Department \_\_\_\_\_

Funding Source \_\_\_\_\_

\$ Amount Requested \_\_\_\_\_ % of Base Salary \_\_\_\_\_ (Maximum to 10% of base salary)

Has employee received flex pay award this fiscal year? Yes \_\_\_\_\_ No \_\_\_\_\_ Maximum of 2 per year.

If yes, date of previous award \_\_\_\_\_ Amount of previous award \_\_\_\_\_

Describe accomplishment/achievement for which you are nominating and attach a maximum of one page memo of justification **including justification of amount requested**.

The date of this employee's last performance evaluation was \_\_\_\_\_ and job performance was above average.

\_\_\_\_\_  
Signature of Supervisor Date \_\_\_\_\_

\_\_\_\_\_  
Approval of DEO Yes \_\_\_ No \_\_\_ \* \_\_\_\_\_ Reason Date \_\_\_\_\_

\_\_\_\_\_  
Approval of Senior Vice President Yes \_\_\_ No \_\_\_ \* \_\_\_\_\_ Reason Date \_\_\_\_\_

*\*If no, indicate why.*

Include this information, or attach form to HR transaction and forward to Senior Vice President's Office, 105 JH.