

**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.
- Staff member must have a minimum of one year employment in a budgeted position within The University of Iowa.
- 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* _____ Date _____
Reason _____

Approval of Senior Vice President Yes No* _____ Date _____
Reason _____

****If no, indicate Reason***

Forward form to Senior Vice President's Office, 105 JH