

Dean of Students

Outstanding Performance Award Departmental Criteria

[SA/PPS No. 04.02 \(01.04\) – Section 05](#) and [UPPS 04.04.30 – Section 11](#), allows department heads to grant leave with pay as a reward for outstanding performance.

- A maximum of 4 days (32 hours) of leave may be granted to an employee per fiscal year.
- Up to 2 days (16 hours) may be given each time an award is granted.
- Time awarded expires at the end of the fiscal year.

Any member of the leadership team in a supervisory capacity and with the concurrence of the dean, may grant an Outstanding Performance Award to an employee that meets any of the following criteria:

- The employee makes a major contribution to a DOS strategic initiative.
- The employee develops a new initiative or process that increases efficiency or enhances the quality of our services or programs.
- The employee has gone above and beyond the responsibilities of their assigned duties.
- The employee has assisted with an assignment or project that is not normally a part of their normal work duties or assignments.
- The employee has demonstrated outstanding performance with a specified assignment or project.
- The employee assumes additional responsibilities or workloads for an extended, but temporary, period of time.
- The employee's activity/idea improved a process or a system, achieved customer satisfaction or saved money, etc.

The DOS Business Manager will log performance awards approved by the supervisor with notification to the dean.

Employees can only 1) use currently earned time (days/hours) and 2) only use up to two continuous days at a time. An employee may also use this time in conjunction with planned vacation, e.g. 3 days of vacation plus 2 days of earned Outstanding Performance Award for a week's vacation.

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Name of Nominee: _____

Date(s) of Performance Rendered: _____

Check the criteria met by nominee:

- ☐ The nominee makes a major contribution to a DOS strategic initiative.
- ☐ The nominee develops a new initiative or process that increases efficiency or enhances the quality of our services or programs.
- ☐ The nominee has gone above and beyond the responsibilities of their assigned duties
- ☐ The nominee has assisted with an assignment or project that is not normally a part of their normal work duties or assignments
- ☐ The nominee has demonstrated outstanding performance with a specified assignment or project
- ☐ The nominee assumes additional responsibilities or workloads for an extended, but temporary, period of time.
- ☐ The nominee's activity/idea improved a process or a system, achieved customer satisfaction or saved money, etc.

Include a narrative describing how the nominee meets the selected criteria listed above:

Supervisor Signature: _____ Date: _____

☐ Dean's Notification

*** Reminder to use Code 3035***

Dean Signature: _____ Date: _____