

## Section IV: Exceptional Award Recommendation

Exceptional Performance is defined as demonstrably superior performance, for the specific evaluation period, which consistently demonstrates a mastery of the position requirements and an exceptional level of contribution to the success of the department's goals.

If the employee is being recommended for an exceptional performance award, you must provide, below, the justification for this recommendation, describing why and how the employee meets the standard of exceptional performance listing specific contributions, characteristics, and outcomes.

With the concurrence of the Division Head, the Division Head will forward this recommendation to the area Vice President who will make the final determination of who in their area will receive an EA

**Please be advised that EA awards are limited to no more than 33% of OPEIU employees under each area Vice President.**

*This recommendation for EA is not to be communicated to the employee until such time as it has been approved by the area vice president and approval to communicate the EA has been granted.*

|   |                              |  |                                     |
|---|------------------------------|--|-------------------------------------|
| <b>Recommended for exceptional performance award.</b> |                              |  |                                     |
|   |                              |  |                                     |
| <b>Department Head</b>                                |                              |  |                                     |
|   | I concur with the evaluation |  | I do not concur with the evaluation |
| <b>Signature:</b>                                     |                              |  | <b>Date :</b>                       |
|   |                              |  |                                     |
| <b>Vice President</b>                                 |                              |  |                                     |
|   | I concur with the evaluation |  | I do not concur with the evaluation |
| <b>Signature:</b>                                     |                              |  | <b>Date :</b>                       |
|   |                              |  |                                     |

**I recommend \_\_\_\_\_ for an Exceptional Award for their contributions, as described here:**