



NOTICE OF OUTSTANDING WORK PERFORMANCE

Employee Name	_____	Person ID/ Employee Number	_____
Class Title	_____	School or Section	_____

The employee named above is commended for outstanding work performance for the period beginning _____ and ending _____. Below are specific examples or explanatory comments of the outstanding work performance of the employee and how they have improved or benefited the service provided by the work unit.

_____ Signature of Supervisor	_____ Title	_____ Date
_____ Signature of Employee	_____ Title	_____ Date
_____ Signature of Reviewer (Optional)	_____ Title	_____ Date

Send completed form to: Classified Employment Transaction Services Branch, Beaudry Building, 12th Fl.



INSTRUCTIONS FOR PREPARING NOTICE OF OUTSTANDING WORK PERFORMANCE

- WHY?** To provide an official record of commendation for:
- A. Outstanding, day-to-day performance of an employee.**
 - B. Outstanding work performance in unusually difficult and/or emergency situations.**
- WHEN?** There is no special time of year for issuing the Notice. It should be issued immediately following performance of work of an exceptionally superior nature. It should not be issued routinely in conjunction with examinations references.
- WHO?** Notices are completed by the supervisor who is immediately responsible for the work of the employee. The supervisor is defined as the person who either oversees, reviews, or checks the daily work of the employee or is most closely acquainted with the employee's work.
- HOW?** The supervisor issuing the Notice should give specific examples or explanatory comments which illustrate in what respect the employee has clearly exceeded the supervisor's standards for satisfactory work, and how this has had a significantly positive impact on the school, office, or other work unit.

At the time of issuance, the supervisor should:

- 1. Hold a conference with the employee to explain the basis for the Notice and inform the employee that the Notice will be filed in the employee's service and examination folders.**
- 2. Sign the Notice of Outstanding Work Performance and obtain the signature of the employee.**
- 3. Send the completed Notice of Outstanding Work Performance to the Employee Transaction Services Branch, Beaudry Building, 12th Floor to include in the employee's personnel file.**
- 4. Make a copy for the school or division records and provide the employee with a copy.**