

EMPLOYEE	GRADE AND POSITION
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INSTITUTION

SUGGESTIONS

SUGGESTION NUMBER	DATE SUBMITTED	DATE RETURNED
COMMITTEE APPROVAL		DATE APPROVED
COMMITTEE CHAIRMAN APPROVAL		DATE

PERFORMANCE AWARDS

LAST WITHIN GRADE	NEXT WITHIN GRADE
DATE LAST AWARD	EFFECTIVE DATE OF AWARD
SUBMITTED BY	POSITION/GRADE

TYPE OF RECOGNITION

- SUGGESTION
- SPECIAL ACT OR SERVICE
- BUREAU AWARD
- OTHER - Specify:
- SUSTAINED SUPERIOR PERFORMANCE
- QUALITY STEP INCREASE
- PRESIDENT AWARD
- DEPARTMENT AWARD

APPROVAL

- DISAPPROVAL
- APPROVED:
- Non-Cash
- Cash - Amount \$ _____

SIGNATURE PERSONNEL OFFICER	DATE
SIGNATURE APPROVING OFFICIAL	DATE

Record Copy - OPF if award is approved; copy - Incentive Award File; copy - Employee