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Legal References:

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EXCELLENCE AWARD AUTHORIZATION

Employee Name \_\_\_\_\_ Pay Grade \_\_\_\_\_

Employee Number \_\_\_\_\_ Department \_\_\_\_\_

Recognition for: \_\_\_\_\_

Cash Award                      Amount of Cash Award (Gross) \_\_\_\_\_

Non-Cash Award                      Type & Value of Award \_\_\_\_\_  
(includes gift cards)

Not redeemable for cash       May be redeemed for cash

*Monetary awards are included in the employee's regular pay check. If departments want an employee to receive an award on a particular pay day, please submit this form to HR Payroll as soon as possible, but no later than close of business on the Wednesday (one week) before the desired pay day. Excellence award authorization forms received after the Wednesday deadline will be processed during the following payroll cycle.*

Excellence Award Budget    \$ \_\_\_\_\_      Amount Used-To-Date \$ \_\_\_\_\_

Balance                                      \$ \_\_\_\_\_

My signature below affirms the employee nominated for this award is not on a performance improvement plan and/or has not received a written reprimand or suspension within the last six months:

**Supervisor Signature** \_\_\_\_\_                      Date \_\_\_\_\_

**Department Director Authorization** \_\_\_\_\_                      Date \_\_\_\_\_

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Mayor's Office Authorization\* \_\_\_\_\_                      Date \_\_\_\_\_

\*Required if award is valued over \$500

**SEND ORIGINAL TO HR PAYROLL**