



Office of the Provost

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OFFICE OF THE PROVOST/UNIVERSITY COLLEGE FLEXIBLE PAY AWARDS NOMINATION FORM EXCEPTIONAL PERFORMANCE AWARD

- Departments are responsible for funding of awards.
- Eligible staff must be a non-organized P&S employee.
- An employee must have been employed at The University of Iowa in a regular position for six months to be eligible for an Exceptional Performance Award.
- An Employee must have a current (within past 12 months) Exceeds Expectations or Outstanding performance appraisal on file.
- An employee must have received at least the average annual salary increase for the Department.
- Flexible pay is a lump sum bonus which is subject to taxes and is not included in the base salary.
- Org Flexible Pay Guidelines have been reviewed prior to submittal of this award nomination.

Employee Name:

Employee ID #:

Classification:

Department:

Funding Source

\$ Amount Requested:

% of Base Salary:

(Maximum to 10% of base salary.)

Has employee received flex pay award this fiscal year? Yes
(Maximum of 2 per fiscal year.)

No

If yes, date(s) of previous award:

Amount of previous award:

Dates of performance for current award (to/from):

Describe accomplishment/achievement for which you are nominating **including justification of amount requested.** (May attach a maximum of one-page memorandum of justification if necessary.)

The date of this employee's last performance evaluation
was Exceeds Expectations or Outstanding .

and the performance rating

The Departmental annual average salary increase was %. This employee received a %
salary increase. *If less than the Departmental average salary increase percent, please attach rationale to this nomination form.*