

 **NOTICE OF OUTSTANDING WORK PERFORMANCE**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name: |       | Person ID/Employee Number: |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Class Title: |       | School/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.      |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SUPERVISORSIGNATURE |  | TITLE |  | DATE |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| EMPLOYEESIGNATURE |  | TITLE |  | DATE |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| REVIEWERSIGNATURE(Optional) |  | TITLE |  | DATE |  |

**Send completed form to: Classified Employment Services, Beaudry Building, 12th Floor.**

\*PC8254\*

**PC Form 8254 (Revised 10/2013)**

**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 exceptional 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 nature.**

 **It should not be issued routinely in conjunction with examination 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 Classified Employment Services 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.**