

## Notice of Outstanding Work Performance

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_  
 Department: \_\_\_\_\_ Classification: \_\_\_\_\_

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:

*\*Attach supplemental pages as needed.*

Signature of Manager	Title	Date
Signature of Employee	Title	Date
Signature of Reviewer (Optional)	Title	Date

### Instructions for Preparing Notices of Outstanding Work Performance

1. **Reasons for Awarding a Notice of Outstanding Work Performance:** 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
2. **When:** Outstanding service may be awarded anytime a manager considers appropriate.
3. **Who:** Notices are completed by any manager regardless of direct supervision or department.
4. **How:** The manager should give specific examples or explanatory comments of the employee's work performance which illustrate in what respect the employee has clearly exceeded the manager's standards for satisfactory work. These examples or comments should demonstrate the employee's outstanding work performance on one or more of the following factors:
  - a. Quantity of work, quality of work, work habits or attitudes, Dependability, Relationships with people, Supervisory ability
5. **Awarding the Notice of Outstanding Service:**
  - a. Present the signed Notice of Outstanding Service to the employees being recognized so that they can sign and receive a copy.
  - b. Forward a copy to the Services Unit, District Human Resources Division so that a copy can be added to the employee's Personnel File.