

**PRINCE GEORGE'S COUNTY GOVERNMENT
EMPLOYEE INCENTIVE AWARDS PROGRAM
NOMINATION AWARD FORM**

NAME OF AGENCY: _____
NAME OF EMPLOYEE RECEIVING AGENCY AWARD: _____ **EIN#** _____
EMPLOYEE CLASS TITLE: _____ **DISTRICT/DIVISION:** _____

I. TYPE OF AWARD RECOMMENDED (select one option):

- Dedicated Attendance Award** (No sick leave use during any consecutive 12-month period - see Section II, Conversion)
- Honorary Award** (Award of Merit, Chief's Award, Injury Citation, Memorial Medal, Outstanding Citizenship Award
Non-department Award Ribbon, Military Award, Twenty-year Service Ribbon, or Unit Citation)
- Creativity Award** (Chief's Award - only when given to reward cost-cutting suggestion)
- Exemplary Performance Award** (Outstanding Performance Award) **MO/YR - MO/YR:** _____
- Special Achievement Award** (All Valor Medals, Chief's Special Achievement Award or Good Conduct Award)
- Employee of the Month** Month: _____
- Employee of the Year** Year: _____
- County Executive Employee Awards** (Only the Chief of Police may nominate for these awards)

II. TYPE OF RECOGNITION RECOMMENDED (select all that apply):

- Letter of Commendation**
- Certificate**
- Conversion of Leave:** _____ Days of Sick Leave to _____ Days of Annual Leave
(Dedicated Attendance Award - 3 days sick leave to 3 days annual leave)
- Grant of Annual Leave:** _____ days or hours
- Non-Base Salary Bonus:** _____ Day(s) Pay **Indicate Amount:** \$ _____
- Other Non-Base Salary Bonus** (Employee of the Year Only) **Indicate Amount:** \$ _____
- Other Recognition** - Specify: _____

III. CONCISE STATEMENT OF JUSTIFICATION FOR AWARD

Outstanding Performance Award:

- Employee has received an overall rating of "Outstanding or Exceed Expectations" on the past two consecutive annual PPAs. Required documentation attached. (Three days = 24 hours/annual)
- Employee has received an overall rating of "Outstanding or Exceed Expectations" on the annual PPA.
Required documentation attached. (Two days = 16 hours/annual)
- Employee has received an overall rating of "Exceeds Satisfactory or Meets Expectations" on the annual PPA.
Required documentation attached. (One day = 8 hours/annual)

Good Conduct Award:

- Employee has received an overall rating of "Exceeds Satisfactory or Meets Expectations" or higher on the past two PPAs and has not received any sustained disciplinary actions within the past 24 months. Required documentation attached. (2 days = 16 hrs. a/l)
 Approval obtained (Director, IAD; Recipient's Commander) Date/Time: _____

Other: Attach justification and required documents for other awards to this form.

IV. AUTHORIZATION

Signature of Employee Recommending Award/ID#/Date

Director, Personnel Services/ID#/Date