**Nomination for a Recognition Payment**

Individual or team nomination *(please delete as appropriate)*

Name(s) of employee(s)

Job title(s) of employee(s)

Grade(s) .............................

Under the Recognition Scheme an award can be made to teams or individuals to recognise one-off excellent contributions at any time of the year. The completed form should be returned to the Departmental Administrator for consideration by the Head of Department.

Please complete the section below, giving brief examples of high performance by individuals or teams (e.g. the delivery of an important departmental initiative, or an idea that leads to a saving or service improvement or the successful delivery of a project).

**1. Contextual information:**

*(Please provide brief information that will help the Head of Department to understand the employee’s role)*

**2. Examples of high performance:**

*(Please provide c. 100-200 words to describe what the employee(s) did and what impact this had on the Department.)*

Name of manager/supervisor Date ……………….

Position …………………….......................... Signature ……………….......................

Approved / Not approved

Head of Department signature ……………………………….

NB Recognition Scheme payments should be accompanied by meaningful local recognition of the individual’s achievement, such as a letter of thanks from the Head of Department.