**MERIT AWARDS**

**Employee Name(s):**

**Department/Division:**

**Nominator Name:**

**Comprehensive Justification:**

**Recommended Award: (check one):**

* Merit Cash Bonus
* One-Step Merit Increase
* Two-Step Merit Increase
* Time Off Award

**Performance Evaluation Date: Day/Month/Year:**

**Rating (circle one):** Outstanding Excellent Satisfactory Unsatisfactory

**Director’s Name:**

**Director Approval: (circle one)**  Approved Disapproved

**Director’s Comments:**

**\*\* See process next step below**

**BGS Merit Committee Recommendation: (circle one):** Approved Disapproved

**Date of Committee Review:**

**Award (if approved):**

**Commissioner’s Approval: (circle one):** Approved Disapproved

**HR Approval: (circle one):** Approved Disapproved