STATE OF CALIFORNIA

DEPARTMENT OF GENERAL SERVICES

SUPERVISORY BONUS RECOMMENDATION

GS 217 (REV. 2/88)
REPLACES OAS-217P

FISCAL YEAR

TO: DEPARTMENT OF PERSONNEL ADMINISTRATION

IN ACCORDANCE WITH THE PROVISIONS OF SECTION 599.797 OF THE DEPARTMENT OF PERSONNEL ADMINISTRATION RULES AND REGULATIONS, IT IS RECOMMENDED THAT AWARD CONSIDERATION BE GIVEN FOR THE SUPERVISORY PERFORMANCE HEREIN DESCRIBED, WHICH HAS BEEN PERFORMED BY THE FOLLOWING EMPLOYEE OF THIS DEPARTMENT:

NAME:	POSITION TITLE:	C.B.I.D. DESIGNATION:
CLASSIFICATION:	OFFICE:	

DESCRIPTION OF ACCOMPLISHMENT: (Give specific facts using the outline on the reverse side. Attach additional sheet if necessary.)

BASED UPON THE ABOVE FACTS, I RECOMMEND THAT YOU CONSIDER GRANTING A SUPERVISORY BONUS IN THE AMOUNT DETERMINED BY THE DEPARTMENT OF PERSONNEL ADMINISTRATION.

NOMINATING PERSON (SIGNATURE) ▶	TITLE:
OFFICE CHIEF (SIGNATURE) ▶	DATE:
DEPUTY DIRECTOR (SIGNATURE) ▶	DATE:
DIRECTOR (SIGNATURE) ▶	DATE:

GUIDE FOR PREPARING SUPERVISORY BONUS RECOMMENDATION

1. Describe the specific achievement in detail.

2. Describe specifically how the achievement is clearly and unquestionably above normal requirements of the employee's position. [The degree to which it exceeds standards of performance.]

3. Describe the degree the accomplishment necessitated the employee to expend personal effort beyond that normally expected. [Relationship of the personal effort to normal work.]

4. Describe the amount and nature of ingenuity, initiative and creative effort displayed. [Method used when standard methods would have produced unacceptable or average results.]

5. Benefits:

   A. Describe the tangible or intangible benefits which accrue to the State as a result of the accomplishment.

   B. If applicable, express tangible aspects comparatively in terms of one or more of the following:

      1) Quantity of acceptable work units per period of time.

      2) Quality standards.

         a) Accuracy of results.

         b) Effect obtained.

         c) Physical appearance of product.

      3) Time within which work must be completed.

   C. To what extent do the benefits extend beyond the immediate organization or department?