

**SUPERIOR ACCOMPLISHMENT GIFT
OR CASH AWARD RECOMMENDATION**

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- Superior Accomplishment
 Silver -- Individual or Group Gold -- Individual or Group
 Sustained Superior Accomplishment (for sustained superior performance over a period of 24 months)

TO: DIRECTOR

AGENCY

In accordance with Government Code section 19823 and Article 4 of the Rules and Regulations of the Department of Human Resources, it is recommended that award consideration be given for the Superior Accomplishment herein described, performed by the following employee of this department:

EMPLOYEE NAME	CLASSIFICATION	C.B.I.D
DATES FOR SUSTAINED SUPERIOR ACCOMPLISHMENT	BEGINNING DATE (MM/DD/YYYY)	ENDING DATE (MM/DD/YYYY)

DESCRIPTION OF ACCOMPLISHMENT

(Give specific facts, using the outline on the reverse side as a guide. Attach additional sheet if necessary.)

BASED UPON THE ABOVE FACTS, I RECOMMEND GRANTING AN AWARD OF \$

- \$25 to \$250/Silver per individual or group (Superior Accomplishment)
 \$50 to \$500/Gold per individual or group (Superior Accomplishment)
 \$25 up to \$250 per individual or group (Sustained Superior Accomplishment)

SIGNATURE (<i>Supervisor</i>) 	TITLE	DATE SIGNED
SIGNATURE (<i>Director</i>) 		DATE SIGNED

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GUIDE FOR PREPARING SUPERIOR ACCOMPLISHMENT RECOMMENDATION**I. Eligibility**

All employees except agency heads or elective constitutional officers may receive this award. A group of employees may receive this award. If a group award is recommended, each member may receive:

- Silver - minimum of \$25 up to a maximum of \$250
- Gold - minimum of \$50 up to a maximum of \$500
- Sustained - minimum of \$25 up to a maximum of \$250

II. State the reason the award is recommended:**A. An act which may include, but is not limited to:**

1. An outstanding and superior achievement. (Explain why the same problem will not arise again in the foreseeable future.)
2. An important contribution to science or research.
3. An unequaled personal effort in over-coming unusual difficulties or obstacles.
4. The completion of an assigned task in a significantly shorter period of time than was deemed possible.
5. A major improvement in methods, organization, procedures, or products (which make an exceptional contribution to the efficiency or economy of the state or an exceptional improvement in its operations.)

B. An act of sustained superior job performance resulting in an exceptional contribution to the efficiency of the state, sustained over a period of not less than 24 months.**III. Describe the specific achievement in detail.**

IV. 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.)

V. Describe the degree the accomplishment necessitated the employee expend personal effort beyond that normally expected. (Relationship of the personal effort to the employee's normal work.)

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

VII. Benefits:

A. Describe the tangible or intangible benefits which accrue to the State of California 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?