

2019 - Employee Incentive/Merit Pay Form

(January 1, 2019 - October 31, 2019)

Employee Name: _____ **Date:** _____

Use this form to provide documentation of meeting one or more of the Individual Goals of the Incentive/Merit Pay Program. Employees may attach a separate sheet with supplementary information if the space provided is not enough.

1. PROFESSIONAL DEVELOPMENT & EMPLOYEE COMMUNICATIONS:

Twelve (12) hours of manager/supervisor approved job-related training annually:

Training Name:	Hours Completed:
Supervisor (sign):	Total Hours:

AND attend at least **two (2)** of the district-wide internal communication events:

Event Attended:
1.
2.
HR Verified (sign):

2. COMMUNITY INVOLVEMENT:

Employees must participate in at least **sixteen (16) hours** for the year in **two (2)** or more approved outreach activities

Community Outreach Activity:	Hours Completed:

Employee Incentive/Merit Pay Form *(continued)*

Community Outreach Activity (continued):	Hours Completed:
<i>Attach a separate sheet if additional space is needed.</i>	Total Hours:

3. DONATION OF PERSONAL FUNDS:

Employees must demonstrate donation of personal funds to a local non-profit organization. *Please attach receipt(s) unless donation was through payroll deduction.*

Organization:	Amount:
Total Amount:	

While you are only required to submit the minimum donation amounts and volunteer hours, the District appreciates the generosity of its employees and will use any additional information provided to communicate to our customers the utility-wide impact on our community.

I certified this information is true and correct and will be relied upon by my employer to administer the employee incentive program:

Employee Signature

For Official Use Only: ☒ Utility Goal: RP3 ☒ Utility Goal: Clean Audit ☒ Utility Goal: GFOA Award	
Incentive Earned: ☐ 1 Day PTO ☐ 2 Days PTO ☐ 3 Days PTO and Cash Incentive \$ _____ (enter value)	Processed by: Date: