



Human Resources & Payroll
 4400 University Drive, MS 3C3, Fairfax, Virginia 22030
 Phone: 703-993-2600; Fax: 703-993-2601

Impact Award Nomination Form

Impact Awards are designed to acknowledge employees doing exceptional work that is above and beyond the scope of their usual job duties. They are awarded at the bronze, silver, gold and platinum levels and are open to administrative/professional faculty, classified staff and non-student wage employees. Departments can request that HR& Payroll pay for impact awards at the Bronze level only. Departments are responsible for paying impact awards at the Silver, Gold and Platinum levels.

Nominee Information

Employee _____
 First Name _____ Last Name _____
 G# _____ Department _____
 Proposed Award Level: _____ Proposed Award Amount: \$ _____
 (i.e. Bronze, Silver etc.)

Award Level/Amount	Duration of Exceptional Work	Criteria for Consideration
*Bronze Up to \$200	3-4weeks	Doing a project beyond the scope of usual job responsibilities <i>Examples of reasons to reward at this level:</i> <ul style="list-style-type: none"> - Promoting positive morale through a congenial, supportive attitude - Providing outstanding service to others - Interacting with others in a positive, cheerful and civil manner - Putting forth an effort to develop others through mentorship and/or recognizing other's accomplishments publicly or privately - Providing guidance, feedback and encouragement to colleagues
Silver \$250 - \$500	1-3 months	Taking on a significant project outside the scope of usual job, or helping out when unit is short-handed <i>Examples of reasons to award at this level:</i> <ul style="list-style-type: none"> - Enhancing the well-being of unit/department through willingness to provide extra support to others - Consistently acting as a team player and encouraging teamwork in others - Exhibiting initiative and creativity resulting in improved operating efficiency of department or unit. - Suggesting or developing new work methods or reorganizing work flow to increase productivity or save money.
Gold \$550 - \$750	3-6 months	Taking on a significant project outside the scope of usual job, or helping out when unit is short-handed <i>Examples of reasons to reward at this level:</i> <ul style="list-style-type: none"> - Enhancing the well-being and image of department through work that brings distinction to their department within the Mason community - Developing processes, programs, or efficiencies that are replicated in other departments.
Platinum \$800 - \$1,000	6-12 months	Taking on a significant project outside the scope of usual job, or helping out when unit is short-handed <i>Examples of reasons to reward at this level:</i> <ul style="list-style-type: none"> - Enhancing the well-being and image of Mason through work that brings distinction to the university - Working with groups outside the university to promote the welfare of faculty, staff or students - Performing work that has brought attention and distinction to Mason

Award Justification

Please attach a detailed, written justification explaining the reason for the award. Include what work has been done that is outside the scope of the employee’s job and any details, such as length of project and the impact the employee’s work has had on the department, the university and/or the community.

Has the award nominee received temporary pay for this project/assignment? _____Yes _____No

Please indicate who should be notified when the award nomination has been approved or denied.

Name _____ Email Address _____
(Please Print)

<p>Please provide the university organization code to be charged for this award.</p> <p>Department’s Org Code: _____</p> <p>OR</p> <p>*Central HR _____(Please check – for Bronze awards only)</p>
--

Departmental Approval

By signing below I acknowledge that I have reviewed and support this Impact Award nomination.

VP/Dean Name _____ Signature _____ Date _____
(Please Print)

If requesting an award at the Bronze level, no additional signatures are required. All other award levels require the Sr. VP or Provost signature.

Sr. VP/Provost Name _____ Signature _____ Date _____

Please send the completed form with all signatures and attached justification (at least a paragraph) to:

Reward & Recognition Office
HR & Payroll, MSN 3C3 or awards@gmu.edu

HR Office Use Only	
Date Received: _____	Pay Period: _____
Date Processed: _____	Memo Sent: _____