

## Employee Bonus Nomination Form

Employee Name

Position Title:

Department:

Nominated By:

Reason for nomination (Choose any that apply)

Contribution had a significant impact on university or department objectives

Employee performed significantly above and beyond expectations on a specific project

Employee went above and beyond the normal responsibilities required by his/her position

Employee assumed added responsibilities in the short-term to address a "gap" in the organization

Description: (Documentation should be specific and quantify the effort and the outcome.)

Immediate Supervisor

Date

Cabinet Member / Dean

Date

Department Head

Date

Human Resources

Date

(Nominations should be submitted electronically to Carl Sorensen, Senior Associate Vice President, Human Resources, at [csorensen@richmond.edu](mailto:csorensen@richmond.edu))