

# NILES PUBLIC LIBRARY DISTRICT

## Request to Recognize Performance Which Exceeds Requirements

Employee: \_\_\_\_\_ Supervisor: \_\_\_\_\_

This form is to be used by a supervisor for an employee who exceeds the requirements of his or her job.

The employee must have received the highest evaluation in at least 5 out of the 6 evaluation categories (in the case of supervisors, at least 6 out of the 7 categories).

If this recommendation is approved, the employee will receive an additional

- 5 % (1/2 of 1 percent) salary adjustment.

*Adopted by the Niles Public Library District Board of Trustees 6.18.97*