GUIDING PRINCIPLES CASH BONUS REQUEST FORM

This form must be completed to request a Guiding Principle cash bonus. Any amount up to $500 only requires Appointing Authority approval. Amounts over $500 require additional approval as described below. Submit completed form to payroll for processing.

Employee Name: ___________________________  Employee Number: ___________________________
Department: ___________________________  Supervisor Name: ___________________________
Date Requested: _______________  Cash Bonus Amount Requested (up to $2000): _______________

Reason Requested (connection to one or more guiding principle(s), attach additional information if needed):
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Appointing Authority Approval: __________________________________  Date: _______________

Guiding Principle Committee Review Section (complete if amount requested is $501-$2000)
The Guiding Principles Committee may consider the following items when reviewing a request.
• How the employee’s action or behavior supports, exemplifies, or connects to a guiding principle
• The novelty, originality, or uniqueness of the employee action or behavior
• The results, significance, or relevance of the employee action or behavior
• What need or problem was addressed by the employee action or behavior
• The benefit to Larimer County or the customer based on the employee action or behavior
• How the action or behavior demonstrates outstanding job performance in support of the County's vision, mission, or guiding principles
• How the action or behavior demonstrates extraordinary creativity or resourcefulness in work performance

Guiding Principle Committee Recommendation:  ☐ Approval  ☐ Denial  Date: ______________
Reason: ____________________________________________

County Manager Decision:  ☐ Approved  ☐ Denied
Reason: ____________________________________________

County Manager Signature: ___________________________  Date: _______________

If the requested cash bonus amount is between $1001 and $2000 BOCC approval is required.
Board of County Commissioners:  ☐ Approved  ☐ Denied
Reason: ____________________________________________
Commissioner Signature: ___________________________  Date: _______________