



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: _____