12451

M&RA/MPC-40

**Rating Official Award Recommendation Form**

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| Rating Official | |  | | | | | |
| Higher Level Reviewer | |  | | | | | |
| Organization | |  | | | | | |
| **EMPLOYEE NAME** | **PAY PLAN & GRADE** | | **RATING OF RECORD:**  **OS - Outstanding (4.3 -5.0)**  **FS - Fully Successful (3.0-4.2) UA - Unacceptable (2.9 or**  **lower; any element**  **rated as level 1)** | **SUMMARY RATING**  **(Score taken from Part E of appraisal form, e.g. 3.5, 4.7)** | **AWARD(S) RECOMMENDED[[1]](#footnote-1)**  **If time off, state number of hours** | | |
| **CASH** | **QSI** | **TIME OFF** |
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PROVIDE ANY ADDITONAL INFORMATION YOU WISH THE PARB TO CONSIDER:

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If you have recommended an employee for a Quality Step Increase, by signing this form you are certifying the employee has demonstrated sustained performance of a high quality for a significant period of time and that the high quality of performance is expected to continue. You are also certifying the employee is below step 10 of his/her grade and has not received a QSI in the preceding 52 consecutive calendar weeks.

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| --- | --- |
| Rating Official signature: | Date: |
| Higher Level Reviewer signature: | Date: |

1. Only employees rated Outstanding are eligible for a QSI. Employees may not receive both a QSI and a cash award. Time off awards may be given in addition to, or in lieu of, a cash award or QSI. [↑](#footnote-ref-1)