

ELIGIBILITY:

- Nine (9) months of consecutive service in the ASF bargaining unit of at least one-half time (.5 FTE) as of July 1st.
- No more than ten percent (10%) of the eligible ASF Members as of July 1st, may have applications approved and receive an incentive under this program.

PROCESS & DEADLINES:

July 1, 2016	Human Resources determines 10% of eligible ASF membership for program. Budget availability for program funding determined.
November 2016	Human Resources discusses the incentive process with cabinet.
November 15, 2016	Human Resources sends an email to invite eligible ASF employees to submit applications supporting their exceptional achievement.
January 17, 2017	Signed incentive applications are due to ASF employee's supervisor. There will be NO EXCEPTIONS to the deadline.
January 24, 2017	Supervisor portion of application(s) completed and submitted to Human Resources. Signed applications can be scanned and submitted via email to humanresources@winona.edu or hard copy to Somsen 114.
January 31, 2017	Human Resources provides compiled eligible applications and provides them to appropriate Vice President/Senior Administrator.
February 21, 2017	Vice President/Senior Administrator portion of application(s) completed and submitted to President.
March 14, 2017	Human Resources and the ASF President are notified of the President's decision.
March 15-21, 2017	Human Resources processes incentives for payment and sends notification memo to recipients.
March 31, 2017	Awards are reflected on paychecks. Memo placed in file for those who received incentive.

FORMAT:

- All applications must include the signed application form with supporting documents attached
- Less than 5 pages of total documentation is preferred
- Typed entries are strongly encouraged

A complete portfolio will contain the following items:

- 1. A completed application form**
- 2. Demonstrated ability to effectively perform job responsibilities - [Article 12 Section H Subd. 3\(a\)](#).** This criteria can be satisfied by writing a narrative or by attaching a signed copy of your most recent performance evaluation(s).
- 3. A narrative documenting your demonstration and evidence of a minimum of two (2) of the following - [Article 12 Section H Subd. 3\(b-f\)](#):**
 - Scholarly activity, creative achievement or research
 - Evidence of continuing preparation, study
 - Contribution to student growth and development
 - Service to the university or community
 - Other contributions that further the strategic goals of the MnSCU system

APPLICANT

Printed Name: [Click here to enter text.](#) Signature: _____

Title: [Click here to enter text.](#) Department: [Click here to enter text.](#)

Date submitted to Supervisor: [Click here to enter a date.](#)

SUPERVISOR

Employee has at least nine months of consecutive service in the ASF bargaining unit of at least 0.5 FTE as of July 1st of this fiscal year. Yes No

Recommendations/Comments:

Supervisor's Signature Date

HUMAN RESOURCES

ASF employee meets the eligibility requirements Yes No

4) Human Resources Signature Date Received in HR

VICE PRESIDENT / SENIOR ADMINISTRATOR

Recommendations/Comments:

3) Vice President / Senior Administrator Signature Date

PRESIDENT

5) President Signature Date Yes No Approve \$3,000 Payment

HR USE ONLY: Date Incentive Paid: _____