

**EAST SIDE UNION HIGH SCHOOL DISTRICT**  
**NOTICE OF OUTSTANDING WORK PERFORMANCE**

(Prior to completing this form, see attached instructions.)

\_\_\_\_\_  
*Employee Name*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Classification Title*

\_\_\_\_\_  
*School or Section*

The employee named above is commended for outstanding work performance for the period  
beginning \_\_\_\_\_ and ending \_\_\_\_\_.

Below are specific examples or explanatory comments of outstanding work performance of the  
employee:

\_\_\_\_\_  
*Signature of Supervisor*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Employee*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Principal*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

## INSTRUCTIONS FOR PREPARING

### **Notice of Outstanding Work Performance (P-104)**

1. REASONS for a Notice of Outstanding Work Performance:  
To provide an official record of commendation for:
  - A. Outstanding day-to-day work performance of an employee.
  - B. Outstanding work performance in unusually difficult and/or emergency situations.
2. WHEN: Outstanding service may be reported as frequently as the supervisor considers appropriate. The use of the Notice should NOT be limited to emergency or unusual situations, but may include day-to-day work performance.
3. WHO: Notices are completed by the employee's supervisor who is immediately responsible for the work of the employee. The supervisor is defined as the person who either oversees, reviews or checks the daily work of the employee or is more closely acquainted with the employee's work.
4. HOW:
  - A. The supervisor issuing the notice should give specific examples or explanatory comments of the employee's work performance which will illustrate in what respect the employee has clearly exceeded the supervisor's standards for satisfactory service. These examples or comments should demonstrate the employee's outstanding work performance on one or more of the following factors:
    - Quantity of work
    - Quality of work
    - Various work habits and attitudes related to the work performed
    - Dependability
    - Relationships with people
    - Supervisory ability
  - b. At the time of issuance, the supervisor should:
    - 1) Hold a conference with the employee for the purpose of explaining the basis for the Notice and informing the employee that the Notice will be filed in the employee's personnel file.
    - 2) Sign the Notice of Outstanding Work Performance in triplicate and obtain the signature of the employee and Principal or Division Head.
    - 3) Send the original copy of the Notice to the Human Resources Office for filing in the employee's personnel file.
    - 4) Give the employee a copy of the Notice.
    - 5) Keep a copy for his/her records.