

University Human Resources

To verify eligibility in accordance with the approved Letter of Agreement on Recognition Bonus Pay, please complete this form and submit it to your supervisor. This form must be completed by the employee **and** supervisor, and submitted to Employee and Labor Relations **by January 21, 2022.**

EMPLOYEE INFORMATION	
Name:	OSU ID:
Department:	Job Title:
Supervisor Name:	
EMPLOYEE VERIFICATION: <i>Check each box that applies.</i>	
<input type="checkbox"/> I understand to be eligible and paid under the provisions of this article I must complete and submit this form to my supervisor by January 7, 2022.	
<input type="checkbox"/> I am presently employed by Oregon State University as of the date of this submission and understand that I must be employed at the time payment is issued, which is 2/28/2022.	
<input type="checkbox"/> I verify that I held a classified position at Oregon State University within the period of March 1, 2020 and June 30, 2021 that meets the following criteria: I was required by my supervisor to report to work on campus and did work on campus, which assumes that while working on campus I had close contact of less than six (6) feet with others outside my own household; and, that contact was routine, lasting more than fifteen (15) minutes.	
<input type="checkbox"/> I worked on campus between 480 hours and 1,039 hours (\$1,050 bonus) OR <input type="checkbox"/> I worked on campus 1,040 hours or more from March 1, 2020 through June 30, 2021 (\$1,500 bonus).	
<input type="checkbox"/> In addition to meeting one of the hours requirements above, I also worked on campus for more than 200 hours of overtime, between March 1, 2020 and June 30, 2021. (additional \$575.00)	

Employee Signature: _____ Date: _____

SUPERVISOR VERIFICATION:		
Yes	No	<i>Any marked "No" must be explained below.</i>
<input type="checkbox"/>	<input type="checkbox"/>	Did the employee submit this form by January 7, 2022?
<input type="checkbox"/>	<input type="checkbox"/>	Employee is presently employed.
<input type="checkbox"/>	<input type="checkbox"/>	Was the employee required to report to work on campus and did they work on campus as noted above?
Supervisor Notes:		
SUPERVISOR HOURS VALIDATION, between March 1, 2020 and June 30, 2021, employee worked:		
<input type="checkbox"/> at least 480 hours and no more than 1,039 hours on campus.		
<input type="checkbox"/> 1,040 hours or more on campus.		
Did your employee work more than 200 hours of overtime from March 1, 2020 through June 30, 2021? YES ___ No ___ If yes, how many overtime hours were worked? _____		
Supervisor Notes:		

Supervisor Signature: _____ Date: _____