

## 04.07 - Employee Incentives Policy

<b>Internal Policies and Procedures of the Utah State Board of Education</b>	
<b>Policy</b>	04-07
<b>Subject</b>	Employee Incentives
<b>Date</b>	July 1, 2024
<b>Policy Owner</b>	Director of Human Resources
<b>Policy Officer</b>	Deputy Superintendent for Operations
<b>References:</b>	DHRM Administrative Rule <a href="#">R-477-6-7, Incentive Awards</a> , <a href="#">R477-7-7, Administrative Leave</a> .

### I. Purpose and Scope

- The purpose of this policy is to establish rules for providing incentive awards, including administrative leave to employees.
- This policy applies to all USBE employees.

### II. Policy

- It is the policy of USBE that certain rewards may be given to employees to incentivize or reward strong performance and other desirable behavior.

### III. Procedures

#### *Incentive Awards*

- Incentive awards may be given for many reasons, including but not limited to:
  - Providing exceptional customer service;
  - Improving efficiency of services to customer(s) and/or stakeholder(s);
  - Efforts resulting in cost savings and/or revenue increases; and
  - Assuming additional workload.
- Amount not to exceed \$2,000 per occurrence.
- All incentive awards shall be administered in compliance with DHRM Administrative Rule [R477-6-7](#) and [R477-7-7\(1\)\(c\)](#).

#### *Cash Incentive Awards*

- Cash incentive awards may be granted to an employee or group of employees that demonstrates exceptional effort or accomplishment beyond what is normally expected on the job for a unique event, over a sustained period of time, or as established in DHRM Administrative Rule [R477-6-7\(2\)\(a\)\(i\)](#).
- An agency may award a cash bonus as an incentive to acquire or retain an employee with job skills that are critical to the state and difficult to recruit in the market. This market-based bonus shall be approved by the DHRM Chief Human Resources Officer (CHRO) or designee

All market-based bonuses shall be approved by the DHRM CHRO or

designee.

- All cash incentive awards must be approved in writing by the Superintendent or a Deputy Superintendent.
- Once a cash incentive award is approved, the approver shall give documentation to the recipient of the award and provide a copy to the appropriate section accountant in Financial Operations for processing.

#### *Recruitment Incentives*

- The Superintendent or a Deputy Superintendent may authorize the use of a recruitment incentive as outlined in this policy, if the Superintendent has determined that:
  - The position is likely to be difficult to fill without the use of the incentive; or
  - The incentive would encourage the highest quality candidate to accept the position.
- If approved by the Superintendent or a Deputy Superintendent and subject to the availability of funds, a USBE hiring manager may offer any of the following benefits to a prospective USBE employee as a recruiting incentive:
  - A sign-on bonus not to exceed the greater of \$2,000 or 2.5% of the prospective employee's salary, and shall be approved by the DHRM CHRO or designee;
  - Up to five days (40 hours) of Administrative Leave (OA);
    - If OA is approved by the Superintendent or a Deputy Superintendent, a USBE employee shall indicate Administrative Leave (OA) on the employee's timesheet for the number of hours approved.

#### *Retirement and Service Awards*

Retirement awards shall be administered via the payroll system on an employee's final paycheck, and service awards for five-year increments of state service shall be administered with an employee's regular payroll check.

#### *Service Awards*

- Service awards may be given to employees in recognition of their years of service.
- Service years will be calculated by DHRM records and will include all Executive Branch service.
- Cash awards shall not exceed the following amounts:
  1. 5 years = \$500
  2. 10 years = \$1000
  3. 15 years = \$1500
  4. 20 years = \$2000
  5. 25 years = \$2500
  6. 30 years = \$3000
  7. 35 years = \$3500

8. 40 years = \$4000

#### *Retirement Awards*

- Retirement awards may be given to honor employees who are retiring, and according to Division of Finance rules.
- A single payment of up to \$2,000 may be granted as a retirement incentive.

#### *Administrative Leave as an Incentive Awards*

- An employee may receive an administrative leave incentive for demonstrating exceptional effort or accomplishment beyond what is normally expected on the job for a unique event or for work over a sustained period.
- Administrative leave incentive awards may not exceed four hours of paid administrative leave per occurrence
- Only members of the Superintendentcy may award administrative leave. Employee of the Month award will be a \$1,000 incentive.

#### *Winter Administrative Leave*

- The purpose of the administrative leave provisions of this Subsection (2) is to incentivize employees to cover and support agency services during days in the office with a historically high number of employee requests for leave.
- An employee is eligible for two days of administrative leave described in Subsection (2)(c) if the employee works a full day on at least one of the following three days:
  - the Friday after the fourth Thursday in November;
  - December 24; or
  - December 31.
- Except as provided in Subsection (2)(d), an employee who works at least one full day described in Subsection (2)(b) may use administrative leave for the other two optional days described in Subsection (2)(b).
- If December 24 and December 31 fall on a Saturday or Sunday, the days described in Subsection (2)(b) will be replaced with the Friday before those days.
- For an employee who honors or observes a day of celebration other than days recognized by the federal or state government, for the two days of administrative leave described in Subsection (2)(c), the employee may request a day other than one of the days described in Subsection (2)(b).
- Employees may not use other leave (e.g., annual or compensation leave) on the selected workday described in Subsection (2)(b), and still receive administrative leave for the other two days.
- Employees with available leave may use personal leave (e.g., annual or compensation leave) for all three days with supervisor's approval but will not receive any winter administrative leave in such circumstances.
- Employees must coordinate their winter administrative leave choices with their supervisor to ensure appropriate office staffing.

- If an employee is hired after the date Thanksgiving is observed, the employee is eligible to use administrative leave on:
  - December 24, if the employee works a full day December 31; or
  - December 31, if the employee works a full day December 24.

#### *Leave for Military Spouse*

- The Superintendent or a Deputy Superintendent may authorize the use of up to three days (24 hours) of Administrative Leave for a USBE employee whose spouse is home on leave from a military deployment or returning home from a military deployment.
- If approved by the Superintendent or a Deputy Superintendent, a USBE employee shall indicate Administrative Leave (OA) on the employee's timesheet for the number of hours approved.

#### *Award Restrictions*

- Budgetary constraints may limit the ability to award cash incentives.
- The aggregate of all awards provided under all the incentive programs to a single employee may not exceed \$8,000 per fiscal year, with no single award over \$4,000, except when approved by DHRM and the Governor.
- No more than one incentive award may be granted to an employee in a fiscal year for the same act.
- Incentive awards may not be granted to take the place of productivity or performance increases.
- An employee's overall performance should be considered in determining if an incentive award may be given. Employees with unsatisfactory performance reviews, performance improvement plans, or disciplinary actions within the fiscal year will be ineligible.

#### **IV. History**

This policy was originally adopted August 1, 2018. Portions of this policy (Holiday Administrative Leave) were incorporated October 14, 2020, and replace Board Policy 3003. Policy 04-18 Section III, Leave for Military Spouse, was moved to this policy. The State FICA policy was eliminated by State Finance in May 2024. USBE has created a policy to award service of USBE employees. The policy has been updated to include dollar amounts for each award effective July 1, 2024.