

04.07 - Employee Incentives Policy

Internal Policies and Procedures of the Utah State Board of Education	
Policy	04-07
Subject	Employee Incentives
Date	10/14/2020
Policy Owner	Director of Human Resources
Policy Officer	Deputy Superintendent for Operations
References:	DHRM Administrative Rule R-477-6-7, Incentive Awards , R477-7-7, Administrative Leave . Division of Finance Policy FIAC 05-03.07 governing Service/Retirement Cash Awards.

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 incentive 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.
- 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.
- All market-based bonuses shall be approved by the DHRM Executive Director or

- designee.
- Cash incentive awards must be approved in writing by the Superintendent or a Deputy Superintendent.
 - When 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 Executive Director 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.
 - If the prospective employee's residence is at least 100 miles from the USBE, relocation expenses not to exceed the amount indicated in the Division of Finance Administrative Rule R25-6.

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 in compliance with the Division of Finance Policy [FIAC 05-03.07](#) governing Service/Retirement Cash Awards.

Administrative Leave as an Incentive Awards

- An employee may receive incentive administrative leave 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.
- Incentive awards may not exceed four hours of paid administrative leave.
- Only members of the Superintendency may award administrative leave.
- Employee of the Month award will include 8 hours of paid administrative leave.

Holiday Administrative Leave

- All employees are eligible for two days administrative leave from the following option days:
 - The day after Thanksgiving;
 - Christmas Eve; and
 - New Year's Eve.
- In order to receive administrative leave for the two option days of their choosing, employees must work a full day on the third option day.
- Employees may not use other leave on the third option day and still receive administrative leave for the other two option days.
- Employees must coordinate their leave choices with the supervisor to ensure appropriate staffing of the office on option days.
- Employees with available leave may use such leave for all three option days with supervisor approval but will not receive any administrative leave in such circumstances.

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.

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.