

04-08. Employee Incentives

Internal Policies and Procedures of the Utah State Board of Education
Policy # 04-08
Subject: Employee Incentives
Effective Date: 08/01/2018
Revision Date:
Purpose: To enhance recruitment and retention of high-quality USBE employees.
Policy: Employee incentives are awarded at the discretion of the Superintendent and are subject to the availability of funds.
References: DHRM Administrative Rule R477-6-7, Incentive Awards

Procedures:

Employee Recruitment

- 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:
 - 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;
 - a sign-on bonus not to exceed the greater of \$2,000 or 2.5% of the prospective employee's salary; or
 - up to five days (40 hours) of Administrative Leave (OA).
- 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.

Years of Service Awards

- A USBE employee shall receive an award for years of service completed with the state, beginning at the five year milestone, and continuing for each multiple of five after that, i.e., 10, 15, 20, 25, etc.

- The years of service award is a cash award, equal to \$50 for every 5 years, i.e., \$50 after the 5 year milestone, \$100 after the 10 year milestone, etc.
- The years of service cash award is included in the employee's paycheck during the month that the employee has completed the milestone.
- An employee's time that was spent working for another Utah state agency is also counted toward years of service.
 - For purposes of awarding Years of Service Awards, a USBE employee's time working for a political subdivision of the state or another non-state governmental entity is not counted toward years of service.
 - USBE does not give awards for previous milestones, even if the state agency where the employee worked did not award those to the employee at the time of the milestone.
- USBE holds an awards ceremony luncheon once a year where each employee who reached a milestone during the previous year is recognized with a certificate.

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.