

<b>Internal Policies and Procedures of the Utah State Board of Education</b>	
<b>Policy #</b>	04-08
<b>Subject</b>	Employee Incentives and Administrative Leave
<b>Date</b>	June 21, 2021
<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, R477-7-7, Administrative Leave</a> . Division of Finance Policy <a href="#">FIAC 05-03.07</a> governing Service/Retirement Cash Awards.

**I. Purpose and Scope**

1. This policy is adopted to establish rules for providing incentive awards and administrative leave to employees.

**II. Incentive Awards**

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

**III. Cash Incentive Awards**

1. 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 [R477-6-7\(2\)\(a\)\(i\)](#).
2. 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.
3. All market-based bonuses shall be approved by the DHRM Executive Director or designee.
4. Cash incentive awards must be approved in writing by the Superintendent or a Deputy Superintendent.
5. 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.

#### **IV. Recruitment Incentives**

1. 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:
  - a. the position is likely to be difficult to fill without the use of the incentive;  
or
  - b. the incentive would encourage the highest quality candidate to accept the position.
2. 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. 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;
  - b. 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
  - c. up to five days (40 hours) of Administrative Leave (OA).
  - i. 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.

#### **V. Retirement and Service Awards:**

1. 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.

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

1. 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.
  - a. Incentive awards may not exceed four hours of paid administrative leave.
  - b. Only members of the Superintendency may award administrative leave.

- c. Employee of the Month award will include 8 hours of paid administrative leave.
2. Holiday Administrative Leave
- a. All employees are eligible for any two days administrative leave between the fourth Thursday in November and January 1<sup>st</sup> if the employee works on one of the following days:
    - i. The Friday after the fourth Thursday in November;
    - ii. December 24<sup>th</sup>, or if the 24<sup>th</sup> falls on a weekend, the Friday before the 24<sup>th</sup>; or
    - iii. December 31<sup>st</sup>, or if the 31<sup>st</sup> falls on a weekend, the Friday before the 31<sup>st</sup>.
  - b. In order to receive administrative leave for two days of their choosing, employees must work a full day on one of the specified days in Subsection (2)(a)(i)-(iii).
  - c. Employees may not use other leave on the workday selected under Subsection (2)(a) and still receive administrative leave for the other two days.
  - d. Employees must coordinate their leave choices with the supervisor to ensure appropriate staffing of the office.
  - e. Employees with available leave may use such leave for all three days identified in Subsection (2)(a) with supervisor approval but will not receive any administrative leave in such circumstances.
  - f. If an employee is hired after the Friday after the fourth Thursday in November, the employee is eligible for one day of administrative leave before January 1<sup>st</sup>, if the employee works a full day on one of the two remaining days identified in Subsection (2)(a).

## **VII. Leave for Military Spouse**

1. 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.
2. 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.

## **VIII. 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. Holiday leave provisions were updated on June 20, 2021.