

Internal Policies and Procedures of the Utah State Board of Education	
Policy #	04-07
Subject	Employee Incentives and Administrative Leave
Date	April 1, 2022
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

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:
3. 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;
4. 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
5. up to five days (40 hours) of Administrative Leave (OA).
 - a. 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. Winter Administrative Leave
 - a. 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.
 - b. 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:
 - i. the Friday after the fourth Thursday in November;
 - ii. December 24; or
 - iii. December 31.
 - c. Except as provided in Subsection (2)(d), an employee who works at least one full day (based on employees regular working hours and will be pro-rated for part-time employees) described in Subsection (2)(b) may use administrative leave for the other two optional days described in Subsection (2)(b).
 - d. 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.
 - e. 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).
 - f. 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.
 - g. Employees with available leave may use personal leave (e.g. annual or compensation leave) for all three days with supervisor approval but will not receive any winter administrative leave in such circumstances.
 - h. Employees must coordinate their winter administrative leave choices in advance with their supervisor to ensure appropriate staffing of the office.
 - i. If an employee is hired after the Thanksgiving holiday and before the New Year's holiday, the employee will be eligible for one day of administrative leave if the employee works a full day on: December 24; or December 31.

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. The Winter Administrative Leave provisions were updated November 16, 2020. This policy was amended December 13, 2020.