In order to reward and reinforce desired, demonstrated behavior, achievement, and results, appointing authorities may establish and maintain plans that recognize and promote extraordinary employee and/or team achievements.

Accordingly:

(a) An agency head shall determine the nature of the employee performance recognition program, to include:

(A) plan objectives;

(B) eligibility;

(C) performance criteria;

(D) plan administration;

(E) award components:

   (i) cash or

   (ii) non-cash

(F) communication to employees; and,

(G) costs and funding.

(b) An agency head shall ensure that the program is in compliance with all applicable rules, policies and regulations. He/she shall ensure the program can be financed within the limits of its biennial budget and legislatively approved program.
(c) An agency head shall conduct and document a written program evaluation and audit on at least a biennial basis to assess and effect program improvements and corrective actions, as necessary. The written evaluation shall include a determination of employee understanding and satisfaction with the program.

(d) Programs shall not duplicate the Employee Suggestion Awards Program.

(e) Both cash and non-cash awards are generally one-time awards and shall not exceed $50 in a calendar year (maximum of $50 per individual if award is a team award). If cash-based, the award amount shall not be included in the employee’s base salary. Cash awards are processed through the payroll system and are subject to taxation as income.

(f) Employee(s) may receive a cash or a non-cash award, or a combination of the two.

(g) Cash or non-cash awards, combined or separate, shall not exceed a cash value of $50.

Performance Measure: Percent of program provisions and requirements fully documented in writing and consistently and equitably applied.

Performance Standard: 100%