

HEADQUARTERS UTAH NATIONAL GUARD
OFFICE OF THE ADJUTANT GENERAL
DRAPER, UTAH 84020-1776

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UTAH NATIONAL GUARD REGULATION 690-50

HEADQUARTERS UTAH AIR NATIONAL GUARD
INSTRUCTION ADI 36-004

STATE EMPLOYEE AWARDS PROGRAM

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1. **PURPOSE:** To establish the policy and procedures for granting incentive awards to State Employees of the Utah National Guard for significant accomplishments, exemplary performance, service beyond standard expectations and employee suggestions. The program is designed to foster and reward employees for exceptional efforts in providing contributions to further the Utah National Guard mission, goals and objectives. This program is in compliance with DHRM rules and subject to post audit by DHRM.

2. **GENERAL PROVISIONS:** The State Employee Awards Program provides a process to reward exceptional employees for performance, exercise of leadership and initiative, exemplary work on special projects, design and implementation of training programs, suggestions to improve process, innovative ideas resulting in cost savings and action which brings recognition to the Utah National Guard and State.

3. POLICY: The State Employee Award program is designed for the Agency to reward and recognize State Employees for service performed and noteworthy performance, accomplishments, acts and suggestions.

a. The criteria for an incentive award are special accomplishments or individual initiative that is demonstrably above and beyond the expectations of performance in the normal pursuit of job requirements. The policy is to encourage and reward superior performance and special recognition of accomplishments, acts, and suggestions.

b. Employees who are eligible for Incentive Awards include merit employees with successful performance evaluations who were working for the agency on July 1st of each year. Merit employees who have been rated unsuccessful on the current performance evaluation, are on a Corrective Action Plan and/or who have received disciplinary action during the current incentive award cycle (01July-30June), are not eligible for that year's award.

c. Temporary employees (AJ/AL) may be recommended to receive an Incentive Award for exceptional reasons upon special request made to the State Employee Awards Committee. The committee will determine the justification given and suitability of this type of award on a case by case basis.

d. An Incentive Award shall not be given as a substitute for the granting of Administrative Salary Increases (ASI), Promotions, Merit Increases, etc. These types of increases are separate and will follow normal procedures – requests will be submitted on a Personnel Action Request Form by the immediate supervisor through the chain of command to the HRO State Employee Office for review and validation. Funds Managers must certify funds are available.

e. Funding for the Awards Program must be available within the State and Federal Funding Personnel Budget. The State Budget Supervisor, Executive Director or designee, and invited Directorates will determine whether funds are available and the amount of money budgeted each fiscal year that may be used for awards under the State Employee Awards Program.

f. A **State Employee Awards Committee** will be formed to review this regulation and review all recommendations for employee incentive

awards. This committee includes the State Employee Manager, State Budget Supervisor, the Assistant Adjutant General or designee, and invited Directorates or others. The committee will meet as required and at least twice annually in April and August to consider budget allocation, determine award deadline dates, approve awards and review reward data information.

g. The State Employee Awards Program will include the following categories:

(1) CASH AWARDS- A cash award may be recommended by the supervisor/chain of command and approved by the State Awards Committee for exceptional performance, special projects, significant accomplishments, etc. A cash award may be up to \$4000 per occurrence. Individual employee awards may not exceed \$8000 per fiscal year. A one time small cash award of up to \$50 may be given at any time but will be included in the yearly amount that may not exceed \$8000. Cash awards for innovative ideas and suggestions, when implemented, which result in significant savings may be given in the amount of up to 25% of the actual savings, not to exceed \$4000.

(2) NON-CASH AND CASH EQUIVALENT AWARDS- Small non-cash award of less than \$50 in the form of plaques and recognition awards, etc., may be granted by the supervisor without approval by the State Awards Committee. Non-cash incentive awards may include cash equivalents such as gift certificates or tickets for admission, but are subject to payroll taxes and must follow standards and procedures established by the Department of Administrative Services, Division of Finance. All non-cash and cash equivalent awards must be documented on State Incentive Award Form 01-02. Individual non-cash incentive awards shall not exceed a value of \$50 per occurrence and \$200 for each fiscal year.

(3) TIME-OFF AWARDS- A-Time-Off Award may be granted to employees for exceptional performance, special projects, significant accomplishments, suggestions, etc. A Time-Off Award shall be recorded as **OR (Other-Reward)** on time sheets and the time sheet utilizing this award shall be accompanied by supporting documentation. Awards up to eight hours may be approved by the Assistant Adjutant General (AAG) who has been designated by the Adjutant General as his designee per R477-7-7 (c) (i) and (ii).

Awards in excess of eight hours must be approved in writing by the Adjutant General (TAG). Awards may not exceed 40 hours per fiscal year.

(4) RETIREMENT AWARDS – A reward may be recommended by supervisors, employees, etc., for employees who retire from State employment with the Utah National Guard with at least 20 years of service. Awards shall not exceed \$200, are subject to payroll taxes and must follow standards and procedures established by the Department of Administrative Services, Division of Finance, and will be given in the form of a check or cash savings bond.

4. PROCEDURES:

a. All Awards will be processed and documented as noted below:

(1) CASH AWARDS shall be documented on State HR Form 01-02, State Incentive Award. Supervisors, with Directorate approval, may submit a Form 01-02 for approval by the State Awards Committee. The State Incentive Award Form 01-02 will document the award and be maintained in the employee personnel file. The Cash Award will then be processed through the State Payroll Office.

(2) NON-CASH and CASH EQUIVALENT AWARDS of \$50 or less in the form of plaques and recognition awards, tickets for admission, etc. will be documented on the State Incentive Award Form 01-02. Supervisor and/or Directorate approval is required and the form shall be maintained in the employee personnel file.

(3) TIME-OFF AWARDS shall be documented on State HR Form 01-01, State Time-Off Award. Supervisors may submit a request for a time off award on form 01-01 Time-Off Award to the HRO State Employee Management Office for eligibility determination. Tracking of time off awards for each employee will be maintained by the HRO State Employee Management Office. The Assistant Adjutant General must approve Time-Off Awards of up to 8 hours and the Adjutant General must approve Time-Off Awards in excess of 8 hours. The State HR Form 01-01 will be maintained in the employee personnel file.

(4) RETIREMENT AWARDS shall be documented on State HR Form 01-02 State Incentive Award. The State Incentive Award Form 01-02 will document the award and be maintained in the employee personnel file. The Award will then be taxed and processed through the State Payroll Office.

b. Incentive Award recommendations will be approved or denied and returned within fifteen (15) working days to supervisors to allow adequate time for the State Awards Committee approval process.

c. Employees will be notified of an Incentive Award by the supervisor. The supervisor will determine the forum for presentation of the Incentive Award.

d. The State Awards Committee will meet as required and annually to re-evaluate this policy, make any necessary revisions, and determine the State Employee Awards budget. Directorates and/or designees will be invited to PBAC annually for feedback on this policy, awards budget, etc. Distribution of funds will be made to each directorate. Directorates with supervisors will determine which employees receive incentive cash awards. Supervisors will submit appropriate documentation to the State Awards Committee for approval and processing by the HRO State Employee Management Office. Unit funded Incentive Cash Awards will be submitted on appropriate documentation and forwarded to the State Awards Committee for approval and processing by the HRO State Employee Management Office.

e. The HRO State Employee Management Office will administer the program and ensure policy and guidelines are complied with. This Regulation supersedes any previous policy or regulation.

BRIAN L. TARBET
Major General, Utah NG
The Adjutant General

Attachments

State Time-Off Award HR Form 01-01
State incentive Award HR Form 01-02

Distribution:
A & E