

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

UTAH NATIONAL GUARD REGULATION 690-50

1 August 2002

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 bonus and incentive awards to State Employees of the Utah National Guard for service, 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 Utah State Department of Human Resource Management (DHRM) rules and subject to post audit by DHRM.

2. **GENERAL PROVISIONS:** The State Employee Awards program provides a process to reward employees and 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 Employees 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. A Bonus and Incentive Award is not to be given as a substitute for the granting of Standard Advancement, Meritorious Advancement, Promotion, Cost of Living, Merit Increase and Administrative Salary Increase (ASI). Normal State Promotion and Reward Programs will apply. Administrative Salary Increase program for employees will be submitted 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. The TAG or his designated representative will approve an ASI. The above programs are not part of the Awards Program.

c. Funding for the Awards Program must be available within the State and Federal Funding Personnel Budget. The State Budget Program Board will determine if funds are available for the State Employee Awards Program each year. **The State Employees Award program will not exceed one percent of the agency's personnel service costs.** Additional Unit Funded Incentive Awards will be authorized within policy guidelines.

d. A **State Employees Awards Committee** will be formed to review this regulation and review all recommendations for employee bonus and incentive awards. This committee shall consist of the State Personnel Management Officer as Chairman, HRO, State Employee Personnel Manager, DEH, State Budget Supervisor, Air National Guard Supervisor representative, Camp Williams Supervisor and invited Directorates and others as determined by the Chairman. 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.

e. The State Employees Awards Program will consist of three categories of awards:

(1) **BONUS AWARD-** A cash award determined by the State Awards Committee for every State Employee not to exceed \$1000. This award will be based on funds available prior to the end of the financial year.

(2) **CASH AWARD-** A cash award 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 \$2000 per occurrence. Individual employee awards will not exceed \$4000 per fiscal year. A one time small cash award of up to \$50 may be given at any time but will be part of the individual amount NTE \$4000. Cash awards for innovative ideas and suggestions, when implemented, which result in significant savings will be given up to 25% of the actual savings, to a limit of \$2000. A small non-cash award of less than \$50 in the form of a Plaque etc, may be granted by the supervisor without approval by the State Awards Committee.

(3) **TIME-OFF AWARD-** A-Time-Off Award will be granted to employees for exceptional performance, special projects, significant accomplishments, suggestions etc. A Time-Off Award will be recorded as administrative leave on time sheets. Time-Off Awards will be awarded in three levels. A level one time-off award is up to ten hours and may be awarded by

immediate supervisor. A level two time-off award is up to 30 hours and approved by Director/Division Head. A level three time-off award is up to 40 hours and must be approved by the State Awards Committee. Maximum time-off will not exceed 80 hours per calendar year. The State Awards Committee will meet as necessary to approve 40 hour Time-Off Awards.

#### 4. PROCEDURES:

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

(1) **BONUS AWARD:** Cash amount determined by the State Awards Committee and noted in minutes of the meeting. All state employees will receive this bonus. This award will be paid by the State payroll process and documentation maintained by the payroll office and HRO State Employee Management File as a record.

(2) **CASH AWARD:** A Cash Award will be documented on State HR Form 01-02, State Incentive Award. Supervisors with Directorate approval will submit a Form 01-02 on employees deserving of an award to the State Awards Committee. The State Incentive Award Form 01-02 will document the award and will be maintained in the supervisory record, and the HRO State Employee Record of File. The Cash Award will be processed through the State Payroll Office. The non-cash Awards of \$50 or less in the form of Plaques etc will be documented on the State Incentive Award Form 01-02.

(3) **TIME-OFF AWARD:** A Time-Off Award will be documented on State HR Form 01-01, State Time-Off Award. Supervisors will furnish a copy of the Form 01-01 for each Time-Off Award to the HRO State Employee Management Office for information and the State Employee personnel file. The Director must approve a level two Time-Off Award. The State Awards Committee must approve a level three Time-Off Award for 40 hours. The State HR Form 01-01 will be filed by the supervisor and in the HRO State Employee Management Office employee record of file.

b. Incentive Awards documentation will be approved and forwarded within fifteen (15) working days to supervisors. This will allow for the State Awards Committee to meet.

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 twice a year to determine the State Employees Awards budget. 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 insure policy and guidelines are complied with. This Regulation supersedes any previous policy or regulation.

FOR THE COMMANDER IN CHIEF:

OFFICIAL:



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

ROBERT S. ADAMSON  
COL, GS, UTARNG  
Chief of Staff

**STATE TIME-OFF AWARD**

NAME \_\_\_\_\_ EIN \_\_\_\_\_ DATE \_\_\_\_\_

WORK LOCATION \_\_\_\_\_

SUPERVISOR'S NAME \_\_\_\_\_

NUMBER OF HOURS AWARDED \_\_\_\_\_ RECOMMENDED DATE USED \_\_\_\_\_

AWARD JUSTIFICATION:

SUPERVISOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

DIRECTORATE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

STATE AWARDS COMMITTEE SIGNATURE APPROVAL \_\_\_\_\_

\* \* \* \* \*

**Additional criteria:**

1. Up to 10 hours may be awarded by immediate supervisor.
2. Up to 30 hours may be awarded by head of directorate.
3. Up to 40 hours may be awarded by the Incentive Award Committee.
4. Time-off award expires one year from date of issue.
5. Award is to be recorded as administrative leave on time sheet.
6. No employee can be awarded more than 80 hours per calendar year.
7. **Supervisors must attach a copy of the award to the time sheet when award is used, or each time a portion is used over more than one pay period.\***

Copy Furnished:

State Employee Manager  
Employee's Supervisor  
Payroll Clerk

**\*Date(s) award used:** \_\_\_\_\_

**STATE INCENTIVE AWARD**

NAME \_\_\_\_\_ EIN \_\_\_\_\_ DATE \_\_\_\_\_

WORK LOCATION \_\_\_\_\_

SUPERVISOR'S NAME \_\_\_\_\_

AMOUNT OF AWARD RECOMMENDED \$ \_\_\_\_\_

AWARD JUSTIFICATION:

SUPERVISOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

DIRECTORATE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

FUNDS MANAGER APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

APPROVING AUTHORITY SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

\* \* \* \* \*

**Additional criteria:**

Copy Furnished:

- State Employee Manager
- Employee's Supervisor
- Payroll Clerk