

DEPARTMENT OF HUMAN SERVICES
DIVISION OF JUVENILE JUSTICE SERVICES
POLICY AND PROCEDURES

Policy No: 01-06	Effective Date: 8-31-04	Revision Date: 07-07-20
Subject: Incentive Awards		

I. Policy Statement

The Division shall follow Department Policy 02-08, in recommending and awarding incentive awards. Incentive Awards are not to be given in lieu of merit increases.

II. Rationale

This policy is to further define the process the Division shall use in implementing an Incentive Awards Program within Department Policy 02-08. Division Incentive Award Program goals are to:

- A. Reward staff for exceptional work;
- B. Ensure equity and impartiality in the administration of awards.

III. Procedures

- A. An Incentive Award nomination may be initiated by any Division staff and may be precipitated by individuals outside of the Division who have direct knowledge of the achievement of the staff being nominated.
 - 1. Incentive Awards will be given for exceptional work, special projects that create meaningful change, or continued exemplary performance during the year.
 - 2. Incentive Awards may be in the form of administrative leave (up to 8 hours) or monetary awards (\$50 increments up to \$500 with Division Director approval; awards over \$500 must be approved by the DHS Executive Director).
- B. Administrative leave shall be granted in accordance with Department policy 02-08 and submitted using the online AEM Forms option on each employee's desktop.
 - 1. Recommendations for administrative leave up to eight (8) hours shall be submitted to the nominee's Program Director (PD) or Bureau Director.
 - 2. Only the Division Director, Deputy Director, Program Directors, or Bureau Directors may approve administrative leave up to eight (8) hours, with a maximum of 24 hours per fiscal year.

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3. Recommendations for administrative leave for over eight (8) hours shall be submitted to the Division Director, or designee, for review, who will make recommendations to the Department Executive Director.
 - a. Only the Department Executive Director may approve administrative leave exceeding (8) hours per occurrence.
 - b. When an employee uses the approved administrative leave, the leave shall be entered with code "OR" in the state's ESS system.
- C. Cash award nominations shall be submitted using the online AEM Forms option on each employee's desktop.
 1. Incentive awards shall be decided based on the merits of recommendations and classification of awards based on the Department's Incentive Award Policy 02-08.
 - a. Nominations may be returned to the nominator if more information is needed to make a decision.
 - b. The nominee's supervisor, Program or Bureau Director, and Division Director or designee shall review all submitted nomination forms to ensure consistency and adherence to Division and Department Incentive Award Policies.
 - c. The Supervisor shall review nominations for consistency with their APD prior to submission.
- D. Nominations shall be considered on a fiscal year basis.
 1. Nominations may be submitted at any time during the fiscal year, but need to be submitted no later than June 15th, to be considered for that fiscal year. Awards that are submitted after June 15 may be considered for the next fiscal year.
 2. Money will be awarded as directed by the Division Director and Deputy Director based on available funding.
- E. The nominator, supervisor, PD and APD shall not divulge any information to the nominee before the process is complete.

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F. Documentation and Tracking

1. The Division's Administrative Assistant or designee shall keep a running log of all approved cash awards by facility, amount, reason for award and name of nominator.
2. The report will be made available to Program Directors and Division Administration semi-annually or upon request
3. Receipt and use of Administrative Leave awards approved by the Division Director, Deputy Director or Program Director shall be documented and tracked by individual PDs for consistency and to ensure maximum allowed leave is not exceeded.

IV. Continuous Renewal

This policy shall be reviewed every three (3) years to determine its effectiveness and appropriateness. This policy may be reviewed before that time, to reflect substantive change.

This policy has been reviewed by the Division of Juvenile Justice Services Executive Management Team, and is approved upon the signature of the Director.



7-7-20

Brett M. Peterson, Director
Division of Juvenile Justice Services

Signature Date