

Office of the State Public Defender Administrative Policies

Subject: Incentive Awards	Policy No.: 180
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1.0 POLICY

This policy establishes uniform guidelines for administering the employee incentive award program in the Office of the State Public Defender.

The incentive award program rewards documented outcomes and achievements approved by agency management for implementation.

2.0 PROCEDURE

2.1 Summary

2.1.1 An idea, innovation, suggestion, or prototype is submitted to management.

2.1.2 Management approves the idea, suggestion, innovation, or prototype for implementation after determining it will result in cost savings or improvements to agency operations.

2.1.3 The new idea, suggestion, innovation, or prototype realizes:

2.1.3.1 improved effectiveness or improved services without increasing the cost of operations,

2.1.3.2 measureable cost savings, and/or

2.1.3.3 achievements or outcomes eliminating or reducing the agency's expenditures.

2.1.4 The employee, group or team of employees, or non-employee is nominated for an incentive award.

2.1.5 The Director or designee grants the incentive award and determines its monetary value.

2.2 Eligibility

An employee, a group or team of employees, or a non-employee may receive an incentive award. They do not need to be employed by the agency benefiting from the achievement or outcome or granting the incentive award.

2.3 Nomination Submissions

2.3.1 After the idea, suggestion, or prototype has been approved and implemented by management, incentive award nominations may be submitted.

- 2.3.2 Nominations may come from current agency employees, employees of other state agencies and from non-employees.
- 2.3.3 Nominations for incentive awards are public information and available for review upon request. Requests should be directed to the Central Office, Human Resource Officer or by calling 406-496-6080.
- 2.3.4 Nominations for incentive awards may be submitted on the incentive award nomination form (Attachment A) or in another written format. Nomination forms are available on the OPD website or from the Office of the State Public Defender Central Services Division, 44 W. Park, Butte, Montana 59701.
- 2.3.5 The nomination must include:
 - 2.3.5.1 Name, address, email, and telephone number of person(s) submitting the nomination for an incentive award.
 - 2.3.5.2 Name(s) of individual or group or team of employees nominated, if applicable.
 - 2.3.5.3 The date submitted.
 - 2.3.5.4 A description of how the outcome, achievement or savings exceeds normal expectations for the employee, or group or team of employees, or has an impact on the delivery of service to the public or other customer.
 - 2.3.5.5 The dollar value of the documented savings, including the method used to determine the value.
- 2.3.6 Submit nominations to the Central Services Division, attention Human Resource Officer, 44 W. Park, Butte, Montana 59701.

2.4 Incentive Award Committee

- 2.4.1 The incentive award committee is made up of three employees appointed by the Director.
- 2.4.2 The Director will appoint an incentive award program coordinator. This person serves as the chairperson of the incentive award committee. Other responsibilities include tracking nominations, promoting the program, notifying submitters of the status of proposals, arranging presentation ceremonies, obtaining monetary awards, publicizing awards to the agency and media, and preparing the annual award report listing the type and amount of awards the agency presented.

2.5 Nomination Review Process

- 2.5.1 The committee completes the initial evaluation of the nominations for incentive awards, reviewing each nomination received and making the following non-binding recommendations to the Director:

2.5.1.1 Approval or disapproval of a nomination for an award, and

2.5.1.2 An appropriate value for a monetary or leave award.

2.5.2 The Director makes the final decision to grant incentive awards, and resolves any and all disputes related to granting incentive awards. If the award is to be divided between two or more people, the Director determines the amount each person is to receive.

2.6 Evaluation Criteria

The incentive award committee uses the following criteria to evaluate and prioritize the award nominations:

2.6.1 Evaluate the impact of the outcome, accomplishment or savings on delivery of services to the public or other customers.

2.6.2 Evaluate the outcome, accomplishment or savings in terms of how directly and to what degree they contribute to the agency's objectives, goals and mission.

2.6.3 Compare the outcome, accomplishment, or savings to what is normally expected from the employee, or group or team of employees, through the duties and responsibilities of their positions.

2.6.4 Determine if cost savings or cost avoidance results from activities that are highly original or creative involving innovative or novel approaches developed by the employee or by members of the group or team.

2.6.5 Determine if the results significantly exceed the level of effort or diligence normally expected from the employee's position(s).

2.6.6 Determine if the results required cooperative work efforts possible only through initiatives of group or team members that go above and beyond what is normally expected through existing work structure or organization.

2.7 Presentation of Awards

2.7.1 Once awards are approved by the Director, the incentive award program coordinator will process the awards and coordinate the presentation ceremony.

2.7.2 Incentive awards may be presented annually.

3.0 REPORTING REQUIREMENTS

Each year, the agency will submit a list to the Department of Administration that includes:

- (a) the number of incentive awards granted;
- (b) to whom each award was granted;
- (c) the estimated value of each achievement or outcome; and
- (d) the amount of each award.

4.0 CROSS REFERENCE

Employee Incentive Program, Section 2-18-1101-1103, 1105-1107, MCA
Incentive Award Program, Section 2.21.6701-6703, 6708-6709 ARM

5.0 CLOSING

The Office of the State Public Defender will make reasonable accommodations for persons with disabilities who wish to participate in the Incentive Award Program. To request an accommodation, or for questions about this policy, contact OPD at the following address:

Office of the State Public Defender
Human Resource Officer
44 West Park
Butte, MT 59701
Phone 406-496-6080

Attachment A

INCENTIVE AWARD NOMINATION FORM

Office of the State Public Defender

The nomination must include the following information. Incomplete submissions will be returned. Questions about this process should be directed to the Human Resource Officer at 496-6080 or DOAOPDHRPayroll@mt.gov.

Please type or print clearly.

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All nominations for incentive awards are public information and available for review.

Employee, Group or Team Nominated		
Name(s) of Person(s) Nominated	Location	Telephone Number(s)

Description of outcome, achievement or savings
Attach additional sheets if necessary. Describe the outcome, achievement or savings and how it
1. Exceeds normal expectations for the employee, or group or team of employees, or
2. Has an impact on the delivery of service to the public or other customer, or
3. Directly and to what degree contributes to the agency's objectives, goals and mission.

Documented Savings
1. Dollar value of the documented savings: \$ _____ 2. Describe in detail the method used to determine the value:

Signature(s)
Signature of the submitter(s) _____ Date: _____ Address: _____ Phone number: _____
Signature of the submitter(s) _____ Date: _____ Address: _____ Phone number: _____

For Agency Use
Received by: _____ Date: _____