UTAH DIVISION OF JUVENILE JUSTICE AND YOUTH SERVICES POLICY AND PROCEDURES	
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INCENTIVE AWARDS	
RATIONALE: This policy further defines the process the Division uses to implement an incentive awards program in accordance with Department of Health and Human Services (DHHS) 02-08 Incentive, Bonus, and Non-monetary Awards Policy. This policy establishes standards to reward employees beyond the bounds of pay for performance. *Related Policies, Applicable Policies or Rules: Utah Code 63A-17-112; 02-08 DHHS Incentive, Bonus, and Non-monitary Awards Policy, R477-6-7; JJYS policy 01-02 Code of Ethics*	

Original Effective: **August 31, 2004**	**Revision:** **June 7, 2026**	**Next Review Due:** **June 7, 2029**

I. DESCRIPTION

The Division follows policy 02-08 DHHS Incentive, Bonus, and Non-monetary Awards, when recommending and awarding incentive awards. This policy creates an incentive award program to reward employees for exceptional work beyond their job scope that benefits the division and ensures equity and impartiality in the administration of awards.

II. DEFINITIONS

The following terms are defined for this policy as:

A. **Incentive award:** Recognition of specific individual, team, group accomplishments that exceed those normally expected in one or more areas of consideration.
B. **Pay for Performance**: A plan for incentivizing an employee to meet or exceed production or performance goals, in which the plan is well-defined before work begins, specific goals and targets for the employee are determined, and measurement procedures are in place.

III. POLICY

A. Incentive awards may not be given in lieu of merit increases.
B. Monetary awards and administrative leave may be granted in accordance with 02-08 DHHS Incentive, Bonus, and Non-monetary Awards Policy.
C. An incentive award nomination may be initiated by a Division employee and may be precipitated by individuals outside of the Division who have direct knowledge of the achievement of the employee being nominated.
    1. Incentive awards may be issued to an employee for:
        a) Implementing innovative ideas that are adopted by the Division; or
        b) Employees who volunteer and instruct the physical intervention continuum.
    2. Incentive awards may be in the form of administrative leave (up to eight hours) or monetary awards ($50 increments up to $500 with Division Director approval; awards over $500 must be approved by the JJYS Director).
    3. Incentive awards may not be used to compensate employees for routine performance of duties, incidental favors, or in reciprocation for an award from another employee.

III. PROCEDURE

A. Administrative leave nominations shall be submitted using the DHHS Forms icon on employees' desktops.
    1. The Division Director, or designee, may approve administrative leave as an incentive award up to eight hours, with a maximum of 40 hours per fiscal year.
    2. Recommendations for administrative leave for more than eight hours per occurrence shall be submitted to the Division Director, or designee, for approval; the Division Director, or designee, may then forward recommendations to the Department Executive Director.
        a) Administrative leave awards exceeding eight hours per occurrence may only be issued by the executive director.
        b) When an employee uses the approved administrative leave, the leave shall be entered with code "OR" in the state's payroll system.
B. Monetary award nominations shall be submitted using the online DHHS Forms icon on employees' desktops.

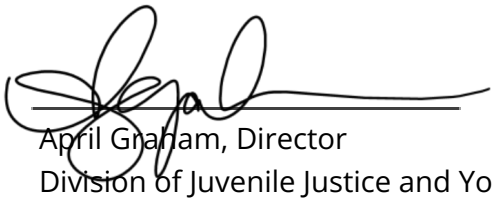
a) Nominations may be returned to the nominator if more information is needed to make a decision.
b) The nominee's supervisor, Program Director, and Division Director, or designee, shall review all submitted nomination forms to ensure consistency and adherence to Division and Department incentive award policies.
c) The Supervisor shall review nominations for consistency with their Assistant Program Director (APD) prior to submission.

C. 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 15 to be considered for that fiscal year. Awards that are submitted after June 15 may be considered for the next fiscal year.
    2. Monetary awards shall be distributed as directed by the Division Director, or designee, based on available funding and the Division's annual incentive plan.
D. The nominator, supervisor, PD and APD shall not divulge any information to the nominee before the process is complete.
E. Documentation and Tracking
    1. The Division's Administrative Assistant, or designee, shall keep a running log of all approved administrative leave awarded and monetary awards by facility, recipient, amount, reason for award and name of nominator.
        a) The report shall be made available to PDs and Division Administration semi-annually or upon request.
    2. Receipt and use of administrative leave awards approved by the Division Director, or designee, 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 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 and Youth Services Executive Management Team, and is approved upon the signature of the director.



April Graham, Director
Division of Juvenile Justice and Youth Services

06-07-2026
Signature Date