

UTAH DIVISION OF JUVENILE JUSTICE AND YOUTH SERVICES POLICY AND PROCEDURES		
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INCENTIVE AWARDS		
<p>RATIONALE: This policy further defines the process the Division shall use in implementing an incentive awards program within 02-08 DHHS Incentive, Bonus, and Non-Cash Awards Policy. Division incentive award program goals are to reward staff for exceptional work and ensure equity and impartiality in the administration of awards.</p> <p><i>Replaces:</i> 01-06 Incentive Awards</p> <p><i>Related Policies, Applicable Policies or Rules:</i> 02-08 DHHS Incentive, Bonus, and Non-Cash Awards Policy, R477-6-7; JJYS policy 01-02 Code of Ethics</p>		
Original Effective: August 31, 2004	Revision: June 7, 2023	Next Review Due: June 7, 2026

I. DESCRIPTION

The Division shall follow policy 02-08 DHHS Incentive, Bonus, and Non-Cash Awards, when recommending and awarding incentive awards. Incentive awards may not be given in lieu of merit increases.

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.

III. POLICY

- A. Cash awards and administrative leave may be granted in accordance with 02-08 DHHS Incentive, Bonus, and Non-Cash Awards Policy.
- B. 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 may be issued to an employee for sustained and exceptional performance of duties above that normally expected as part of their performance plan; exceptional customer service; or for providing innovative ideas that are adopted by the Division.
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 DHHS Executive 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

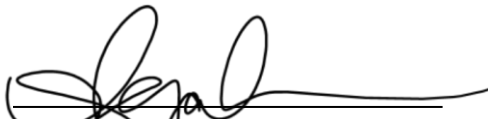
- A. Administrative leave nominations shall be submitted using the DHHS Forms icon on employees' desktops.
 1. The Division Director or designee may approve administrative leave as an incentive award up to eight hours, with a maximum of 40 hours per fiscal year.
 2. Recommendations for administrative leave for more than eight hours per occurrence shall be submitted to the Division Director, or designee, for approval; they may then forward recommendations to the Department Executive Director.
 - a) The Department Executive Director may approve administrative leave exceeding eight 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.
- B. Cash 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. Money shall be awarded 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 cash 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 (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 and Youth Services Executive Management Team, and is approved upon the signature of the director.



April Graham, Interim Director
Division of Juvenile Justice and Youth Services

06-07-2023

Signature Date