

**STATE OF IDAHO, Military Division
Headquarters, Idaho National Guard
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**IMD 3
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Personnel

STATE EMPLOYEE PERSONNEL REGULATIONS

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Supersedes all previous editions of State 3, HQ IDNG (ARNG) 690-200, and HQ IDNG (ANG) 36-501, Chapter 11

Chapter 11

INCENTIVE AWARDS

11-1. General. The Incentive Awards Program for State employees of the Idaho Military Division (IMD) is intended to encourage a work environment where innovation, creativity, and exceptional performance is appreciated, recognized and rewarded. In order to consistently accomplish these goals, all levels of management must be aggressively involved in implementing this awards program as a common business practice.

a. **Applicability.** This program applies to all permanent State employees of the IMD. Permanent State employees are those who are assigned to a full-time position (FTP) and have successfully completed the IMD probationary period.

b. **Appraisal Period Eligibility.** Employee performance during the most recent appraisal period (ending within the past 12-months) is eligible to be considered for an award. Performance during a prior appraisal period will not be the sole basis for an award, but may be referred to if it supports the award nomination.

c. **Nominations** are reviewed by a State Incentive Awards Board. The Awards Board will submit recommendations for approval/disapproval to The Adjutant General (TAG). The approval authority for all awards is TAG. There are three kinds of awards: (1) Lump Sum Cash Awards (Bonus), (2) Quality Step Increases (QSI), and (3) Suggestion Awards.

d. **Availability of funds** to support the award must be certified by the appropriate Program Manager before a monetary award may be presented. Certification of funds is validated by the Program Manager's signature of approval on the IMD Form 18R (Idaho Military Division Recommendation for Incentive Award).

e. **The Awards Guidelines Chart** (Table 11-1) is at the end of this Chapter and should be used for determining the level of award. The employee's performance level (merit award basis) must be identified and appropriately justified in the narrative.

f. **Awards** will be considered in a non-discriminatory manner.

g. Cash awards are subject to applicable Federal and State tax rules such as withholding, and will not exceed \$2,000.00.

11-2. Awards. The awards and procedures are as follows:

a. **Nomination Procedures.** All awards will be submitted on IMD Form 18R. The IMD Form 18R must be accompanied by a current signed copy of the employee's performance standards, a current signed copy of the employee's performance appraisal, and a detailed narrative on a separate sheet. The narrative, in memorandum format, will identify the employee's performance level (select appropriate merit award basis from Table 11-1) and will explain the justification for the award.

b. **Approval Process.** The IMD Form 18R, with required documents attached, will be submitted through the nominee's chain of command/supervisory channels to the Program Manager, Human Resource Office (HRO) and the State Resource Office (SRO). HRO will present the nomination to the next scheduled State Incentive Awards Board for review. Nominations will be forwarded to the appropriate Approving Official with recommendations from the Awards Board.

c. **Lump Sum Cash Award (Bonus) For Exceptional Performance.** A monetary award in recognition of a specific act or acts of exceptional performance which clearly exceed job performance standards.

d. **Quality Step Increase (QSI) For Exemplary Performance.** A step increase within the current grade to recognize service that has significantly exceeded job performance standards, and which is anticipated to continue at that high level. As a minimum, the period of exemplary performance for this award is 12-months in the same job and grade level.

(1) A QSI will not be repeated on a purely automatic basis but should clearly show that the employee's performance is deserving of such recognition. If an employee has previously received a QSI, the justification for another such increase in the same grade and position must provide specific evidence of increased quality of performance over and above that upon which the previous increase was warranted.

(2) A QSI is not appropriate when a State employee is about to receive or has just received a promotion (within 12-months). A within-grade step increase is not a promotion. Normally, a State employee may only be awarded a QSI once every 3-years. Any exceptions must be warranted, justified, recommended by the Awards Board, and approved by TAG.

e. **Suggestion Award.** For a suggestion which will result in a significant cost savings to the IMD.

(1) Suggestions suitable for awards must result in significant cost savings to the IMD. The suggestion narrative must illustrate details of cost or time saving measures such as

current process costs, recommended change, and anticipated savings of time or cost. Additional information may be added as deemed necessary.

(2) The award may be an amount up to 25% of the amount determined to be the dollar savings to the IMD, but not in excess of \$2,000.

f. Time-off Awards are not permitted.

11-3. State Incentive Awards Board.

a. The Awards Board will consist of at least five (5) members plus a recorder. Four (4) members will have voting rights. At least one voting member will be a State employee. One member will act as the President of the Awards Board. The President will not normally vote unless there is a tie.

b. The Awards Board will:

- (1) Review nominations to validate the award is warranted
- (2) Request information from Subject Matter Experts, if necessary
- (3) Vote on each nomination to support as written, or recommend an upgrade or downgrade of the award
- (4) The Awards Board President will resolve any tie votes
- (5) Determine degree of award if none was recommended
- (6) Ensure no award exceeds the \$2000.00 limit
- (7) Forward recommendations to the Approval Authority

c. TAG has the authority to grant awards without Awards Board action.

11-4. Approval/Disapproval Authority. The recommendations of the Awards Board will be reviewed by TAG who will make the final decision. Nominations that are disapproved by TAG will be returned through supervisory channels to the nominating official.

11-5. Presentation of Awards. TAG may allow the award to be effective as early as the next pay cycle and have the notice presented at the next scheduled Awards Ceremony.

TABLE 11-1

AWARDS AND BONUSES GUIDELINES

<i>DOLLAR RANGE</i>	<i>EMPLOYEE'S APPRAISED PERFORMANCE LEVEL</i>	<i>CRITERIA FOR AWARD</i> <i>WHAT SETS THIS PERSON APART FROM THE TYPICAL WORKER?</i>
<i>STATE MERIT AWARD</i>	<i>MERIT AWARD BASIS (Identify performance level in award narrative)</i>	<i>EMPLOYEE'S ACTION AND ITS IMPACT</i>
\$100-399	Meets/Achieves and Exceeds Performance Standards	Act or acts performed above and beyond the normal duties and responsibilities of the employee's position requirement, or act or acts demonstrating high quality service to staff and/or customers. Significant impact on employee's office or activity.
\$400-699	Demonstrates Solid Sustained/ Excellent Performance	Act or acts of performance which clearly exceed the normal duties and responsibilities of the employee's position requirement which includes substantial change or modification of an operating principle or procedure that is an important improvement to the value of a product, activity, or program. Significant impact on several offices, or activities.
\$700-999	Demonstrates Solid Sustained/ Excellent Performance	Same as above at a higher level of impact clearly affecting methods of operational procedures. Significant impact on employee's entire organization.
\$1,000-2,000 or Quality Step Increase (QSI)	Demonstrates Outstanding/ Exemplary Performance	Same as above at an even higher level of impact. Note: Performance must be identified as "Exemplary" to qualify for a QSI. Significant impact on the Military Division or State.

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