



Division 11 Personnel Management

Chapter 10 – Incentive Awards Program

January 2009

POLICY

This General Order shall establish the policies and guidelines of the Incentive Awards Program, including types of awards available, eligibility requirements, and procedures for submission of nominations for incentive awards.

Through the granting of cash or annual leave awards, the Incentive Awards Program is designed to recognize employees whose performance or ideas have served the public or contributed to the efficiency or economy of Prince George's County Government.

Pursuant to the Personnel Law, Sections 16-209, 16-220, Administrative Procedure #216, and Administrative Procedure #217, the following guidelines are hereby promulgated.

DEFINITIONS

N/A

PROCEDURES

1. Employee Eligibility

All permanent, classified, Prince George's County Government employees are eligible for participation and recognition under the provisions of the Incentive Awards Program.

2. Dedicated Attendance Awards

This type of award may be granted to an employee who has demonstrated dedicated attendance by using no sick leave during any consecutive twelve (12) month period. Upon

the application of an employee to the employee's Appointing Authority within thirty (30) days of the twelve (12) month period of no sick leave use, a certificate and the conversion of three sick leave days to 3 days annual leave will be granted.

3. Agency Awards

Honorary Awards

This type of award may be granted to an employee who has performed some portion of his or her duties in a noteworthy manner. A certificate or letter of commendation is the appropriate recognition for an employee who receives an Agency Honorary Award.

Creativity Awards

This type of award may be granted to an employee who has contributed an idea or suggestion which results in measurable monetary savings to the County or measurable improvement to operational efficiency. A certificate and a non-base salary payment of up to one thousand dollars(\$1000), to reflect the impact of the suggestion, is the appropriate recognition for an employee who receives an Agency Creativity Award.

NOTE: Due to the current financial situation, agency awards authorized by Administrative Procedure 216 may still be approved by Appointing Authorities; however, agency awards will, until further notice, be limited to grants of annual leave, to limits as specified in the Procedure.

Exemplary Performance Awards



This type of award may be granted, at the sole discretion of the Appointing Authority, to an employee who consistently receives performance appraisals which exceed satisfactory.

An employee receiving an overall performance appraisal of "Outstanding" may be granted the following:

- Three (3) days of annual leave if the employee has received two or more consecutive overall performance appraisals of "Outstanding".

An employee receiving an overall performance appraisal of "Exceeds Satisfactory" may be granted the following:

- Two (2) days of annual leave if the employee has received two or more consecutive overall performance appraisals of "Exceeds Satisfactory".

The incentive award form (see attached), should be filled out and sent in with a copy of the Past Performance Appraisal to the Fire Chief through the chain-of-command recommending the appropriate award. These awards will be rendered on the anniversary date only.

Special Achievement Awards

This type of award may be granted to an employee who has contributed an extraordinary effort to an agency's mission, either by the special achievement of a specific task beyond any employee's performance expectations or by sustained performance at a level determined by the Appointing Authority to be "beyond the call of duty." This is the highest agency award which is authorized, the appropriate recognition for which is a grant of up to five (5) days annual leave.

Employee(s) of the Month

In addition to any award granted an employee by the agency in any one of the award categories listed above in the current year, an employee who is named "Employee of the Month" by an agency may, at the sole discretion of the Appointing Authority and consistent with agency policy, be awarded with an additional grant of annual leave or some other appropriate award (e.g., certificate, plaque, special parking privileges, etc.).

Employee(s) of the Year

To be awarded an employee or employees who have been recognized by the agency in one of the award categories listed above in the current year. Normally, the Employee of the Year award should be reserved for the one employee in the agency who has demonstrated the most noteworthy performance during the calendar year; however, it is recognized that several employees may be cited for their combined efforts in the performance of a single exemplary task. Employee(s) of the Year may, at the Appointing Authority's discretion, be awarded an additional grant of appreciation (e.g., gift or non-base salary payment) not to exceed the value of five hundred dollars (\$500.00) in total.

NOTE: No employee may receive an agency grant of more than five (5) days annual leave in any one calendar year, excluding grants from the Dedicated Attendance Award program.

Awards under this procedure are at the sole discretion of the Appointing Authority.

REFERENCES



PRINCE GEORGE'S COUNTY, MARYLAND
FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDERS

Personnel Law, Section 16-209
Personnel Law, Section 16-220
Administrative Procedure 216
Administrative Procedure 217

FORMS/ATTACHMENTS

Attachment #1 – Employee Incentive Awards
Program Agency Award Nomination Form

**Prince George's County Government
Employee Incentive Awards Program
Nomination Award Form**

Agency _____

Name of Employee Receiving Award _____

Social Security # _____

Employee Class Title _____

I. Type of Award Recommended:

- Dedicated Attendance Award
- Honorary Award
- Creativity Award
- Exemplary Performance Award for evaluation period
(Mo/Yr thru Mo/Yr) _____
- Special Achievement Award
- Employee of the Month (if applicable) - Month _____
- Employee of the Year (if applicable) - Year _____
- Consider for a County Executive Award

II. Type of Recognition Recommended:

- Letter of Commendation
- Certificate
- Conversion of _____ Days of Sick Leave
- Grant of _____ Days of Annual Leave
- Non-Base Salary bonus of _____ Day(s) Pay
Indicate Amount \$ _____
- Other Non-Base Salary Bonus (Employee of the Year Only)
Indicate Amount \$ _____
- Other Recognition (Specify) _____

III. Concise Statement of Justification for Award:

(Complete documentation should be attached to this form)

Signature of Employee (Date)
Recommending Award

IV. Authorization:

Agency Appointing Authority (Date)

Distribution: Original to Personnel Officer
(Rev. Form 4009 2/95)