

SDCRAA HUMAN RESOURCES STANDARDS AND PROCEDURES

Section:	Compensation and Benefits
Standard:	PERFORMANCE/ACHIEVEMENT AWARDS
Section #:	C-8
Effective:	June 24, 2008

See Also:	Performance Planning and Evaluation; Base Compensation Program; Service Awards; Compensation Administration; Payroll; Employee Recognition Awards
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GENERAL STANDARD

The Authority may provide special monetary awards to competent performers to reward and motivate consistently high levels of performance. In addition, the Authority may provide monetary awards at any time during the year for exceptional, short-term achievement or project performance, or for completion of an Authority-approved training program.

SPECIFIC STANDARDS

Human Resources Department staff administers and approves all performance/achievement awards programs.

- Awards given under this Standard are not added to an employee's base compensation. A separate payroll check, less appropriate withholdings, is issued for each such award.
- All awards under this Standard require the approval of the appropriate Vice President and the Director, Human Resources.

Short Term Achievement or Project Performance Awards

Eligible employees for short-term achievement or project performance awards include those who have:

- Sustained performance during a period of three to six months, in an exemplary manner, well beyond that which would have been expected by their manager; or,
- Completed a limited term project or program in a manner deemed to be outstanding by the project manager or Appointing Authority.

Training Achievement Awards

One-time achievement awards may be given to employees who successfully complete all required elements of an Authority-approved training program.

GUIDELINE

The amount of an employee's award generally does not exceed 10% of base compensation and is determined as a result of consultation among the Department Director, the division Vice President, and the Director, Human Resources.

PROCEDURES

To recommend a performance award, managers must consult with the Director, Human Resources, prior to submitting a written request which is made generally on the *Personnel Action Form*.

The PAF must contain the approvals of the appointing authority, the division Vice President, and the Director, Human Resources or designee, and is submitted to the Human Resources Department for administering.

The Human Resources Department staff processes the *Personnel Action Form* and notifies the manager when an award payment check is ready.