

Sample Performance Incentives Plan

**Department of ABC
Division of XYZ**

Plan Objective

This performance incentives plan has been established to provide awards to employees in the XYZ Division for achieving superior performance by meeting or exceeding documents processing deadlines. The XYZ Division is responsible for maintaining the public registry and the recording of business documents. Implementation of this plan is expected to provide greater service to the public.

Target Objectives and Evaluation Method

Documents Processing

- Each quarter, all documents submitted for filing under expedited review shall be reviewed within 1 to 2 business days after the date of filing. Current average performance level is 3 business days.
- Each quarter, all documents submitted for filing under regular review will be reviewed within 3 to 5 business days after the date of filing. Current average performance level is 5 business days.

Documents Information

The type of work varies based on the time of year.

- For the second and third quarters, at least 25,500 annual reports/statements shall be posted or rejected per quarter.
- For the second, third, and fourth quarters, at least 15,500 annual reports/statements shall be scanned and indexed per quarter.
- Throughout the year, all new file numbers shall be assigned on a daily basis and all call outs of processed documents shall be completed by 4:15 p.m.

Recording

- Each quarter, for each document, the keying in of all document data fields, preparation of folders, and filing will be completed within 3 business days.

- Each quarter, the issuance of all certifications and file numbers will be completed within 1 to 2 business days.

Steps in documents processing, documents information, and recording are detailed in the XYZ Division's Procedure Manual. Failure to meet the accuracy levels established in the manual will result in a reduction in the award amount (see the Award section below). No overtime hours shall be incurred to meet the target objectives established above.

The quantity and accuracy of the division's operations will be monitored through statistical reports produced by the computerized information system. The supervisor of the work unit shall be responsible for evaluating the performance of the unit and certifying whether target objectives were met.

Eligibility Criteria

- All employees in the XYZ Division, excluding managers in the excluded managerial compensation plan (EMCP), are eligible for the award.
- Employees must have worked at least 75% of the entire evaluation period to be eligible (including paid leave status).
- Employees on paid or unpaid leave status for 15% or more of the entire evaluation period shall not be eligible.
- Eligible employees working less than the entire evaluation period shall receive a prorated share of the award amount based on time worked during the period (including paid leave status).
- Part-time employees shall receive a prorated share of the award amount based on the employee's full time employment equivalence.
- Employees who did not receive at least a "meets expectations" rating on their last completed performance appraisal prior to the end of the evaluation period, shall not be eligible.

All eligible employees in the unit must participate in order for the plan to be implemented.

Award

The maximum amount of the bonus is proposed to be \$100 per person for each quarter the target objectives are achieved and certified by the supervisor of the work

unit. A fund shall be established each quarter which shall equal the number of eligible positions multiplied by \$100.

If the target objectives are not achieved, the fund shall be reduced by:

- the amount of expedited fees returned to the public;
- \$100 per each increment of 500 annual reports/statements below 25,500 that are not posted/rejected by the end of the quarter;
- \$100 per each increment of 500 annual reports/statements below 15,500 not scanned and indexed by the end of each quarter;
- \$100 per week target objective is not met on the assignment of new file numbers and completed call outs on processed documents on an average weekly basis;
- \$100 each week the target objective for recording is not met.

The money in the fund at the end of the quarter shall be divided by the number of eligible employees in the work unit. The resulting amount, not to exceed \$100 per employee, shall be paid to each eligible employee except as provided in the Eligibility Criteria section above for part-time employees and employees who do not work for the entire evaluation period.

Source of Funding and Cost

This performance incentives plan shall be self-funded by expedited fees earned by the Division. The approximate cost of this proposed plan is \$5,000 per quarter.

Appeal

An employee who believes an award should have been provided to him/her or that he/she was entitled to a larger award, may file an appeal. All appeals shall be limited to evidence provided by the employee that occurred during the evaluation period and was not considered when the award determination was made.

All appeals shall be filed with the Departmental Personnel Officer in writing and shall be filed no later than 10 working days after the awards have been distributed. The department head's decision regarding appeals shall be final.

General Provisions

Awards are not permanent employee benefits, do not confer or intend to confer permanent property rights or interests on the employees, and are dependent upon available funds.

Cash awards are not intended to increase the base salary or any other benefits of the employee.

It is intended that this plan be retained. However, the department reserves the right to amend or terminate the plan in whole or in part, for any reason, and at any time without the consent of any employee or other persons.