

1 **5600 PERSONNEL**

2 Certified and Non-Certified Personnel

3 Incentive Award System

4 **Philosophy**

5 Often front-line employees who have a personal day-to-day involvement with the operation of the school
6 district can more readily determine cost-saving measures than can managers with broad areas of
7 responsibility. The district desires and needs to conserve resources and cut operational costs wherever
8 possible. Employees who are able to make suggestions, which effect significant savings to the district,
9 should receive some personal benefit for their ideas.

10 **Incentive Awards**

11 Employees who make suggestions for cost-saving measures may receive an incentive award of up to 10%
12 of the demonstrated first-year savings to the school district with \$50 being the minimum and \$5,000 being
13 the maximum award. The actual amount of the award shall be at the discretion of the Superintendent
14 with approval by the Board. The funds for each award are to be expended from the budget category where
15 the savings occur.

16 **Eligible Persons**

17 All employees of the school district, except administrative staff, are eligible to participate in the incentive
18 award program.

19 **Criteria**

20 The following criteria shall apply in determining the appropriateness of an incentive award:

- 21 1. The annual or initial savings to the District must be at least \$500.00.
- 22 2. The savings idea must be feasible and practical to implement.
- 23 3. The savings idea must be approved and implemented by the district, and at least beginning to
24 demonstrate the savings before the incentive award can be approved and paid.
- 25 4. The savings idea may involve an improved procedure, a reduction in equipment or materials cost,
26 a change in the efficient use of staff, or other such costs in the district budget. Ideas which involve
27 staff changes must pertain to position changes or reallocation as opposed to personalities or
28 individual persons.
- 29 5. The savings idea must be an individual employee's innovative suggestion that is not part of an
30 administratively led or concerted planning or improvement effort.
- 31 6. The savings idea must be beyond the scope of what a conscientious and prudent employee would
32 normally do in fulfillment of his/her job responsibilities without an incentive program.
- 33 7. If more than one employee suggests a specific savings idea, the first person to submit the idea
34 will be the only one eligible for consideration for the incentive award. In unusual circumstances

1 where it is apparent that more than one person has developed and used an idea independently,
2 the Superintendent may propose splitting an award between employees.

3 8. To be considered for an incentive award, an employee must submit the idea in writing to the
4 Superintendent's office. Sufficient detail must be provided to clearly define the idea.

5 9. After appropriate research and consultation with staff, the Superintendent may recommend
6 incentive awards for approval by the Board of Trustees.

7 10. The Board of Trustees reserves the right to disqualify any savings idea that it deems is inconsistent
8 with the intent and purposes of this incentive award system.

9 Policy History

10 Adopted on: June 14, 1999

11 Revised on: