

MEMORANDUM

TO: Members, Utah State Board of Education

FROM: Angie Stallings, Associate Superintendent
Policy and Communication

DATE: March 17-18, 2016

ACTION: Board Policy 3003 – USOE Incentive Policy

Background:

DHRM Rule R477-6-7 allows agencies to provide certain financial incentives to employees in appropriate circumstances. Board Policy 3003 articulates under what circumstances members of the Superintendency may award incentive leave for exceptional service by staff and articulates the Board's policy on incentive holiday leave.

Board Strategic Plan:

This item supports the following strategy in the Board's Strategic Plan:

- Leadership Development.

Anticipated Action:

It is proposed that the Law and Licensing Committee review and approve Board Policy 3003 and, if approved by the Committee, the Board approve Board Policy 3003.

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| UTAH STATE BOARD OF EDUCATION POLICY |
| Policy Number: 3003 |
| Policy Name: USOE Incentive Policy |
| Date Approved: |

Consistent with DHRM Rule R477-6-7, the State Board of Education authorizes the Superintendent to award administrative leave to an employee as an incentive award as follows:

1. Incentive Awards

- a. An employee may receive incentive administrative leave for demonstrating exceptional effort or accomplishment beyond what is normally expected on the job for a unique event or for work over a sustained period of time.
- b. An incentive award may not exceed four hours of paid administrative time.
- c. Only members of the Superintendency may award administrative leave.

2. Holiday Administrative Leave

- a. An employee is eligible for two days administrative leave from the following option days:
 - i. The day after Thanksgiving;
 - ii. Christmas Eve; and
 - iii. New Year's Eve
- b. In order to receive administrative leave for the two option days of the employee's choosing, an employee must work a full day on the third option day.
- c. An employee may not use other leave on the third option day and still receive administrative leave for the other two option days.
- d. An employee must coordinate the employee's leave choices with the employee's supervisor to ensure appropriate staffing of the office on option days.
- e. An employee with available leave may use such leave for all three option days with supervisor approval, but will not receive any administrative leave in such circumstances.