

Revised

- SUBJECT:** Employee Incentive Awards Program
- PURPOSE:** Establish Policy and Guidelines for Administration of the County Employee Incentive Awards Program
- SCOPE:** This procedure sets forth the qualifications and monetary and nonmonetary rewards for the following awards:
1. Dedicated Attendance Award
 - a. Tax on Cash and Cash Equivalents
 2. Agency Awards
 - a. Honorary Awards
 - b. Creativity Awards
 - c. Exemplary Performance Awards
 - d. Special Achievement Awards
 - e. Employee(s) of the Month
 - f. Employee(s) of the Year
 3. County Executive Employees Awards
 - a. Distinguished Service Award
 - b. Meritorious Service Award
 - c. Prince George's County Employee(s) of the Year
- AUTHORITY:** Personnel Law Section 16-209
26 U.S.C.A. Sec. 74, I.R.C. Sec. 74

RESPONSIBILITY: ALL APPOINTING AUTHORITIES

1. GENERAL STATEMENT

Recognizing that its employees are its most valuable resource, the Prince George's County Government declares as its policy that employees who, through outstanding professionalism, make an unusually significant contribution to the County's efforts will be honored appropriately. To effectuate this policy, the Prince George's County Government has established this procedure to recognize outstanding employee performance.

All appointing authorities are to ensure that employees under their respective jurisdictions are rewarded for outstanding performance in a uniform manner consistent with the guidelines established herein. County agencies are encouraged to supplement these guidelines with agency policy designed to identify and honor every employee who makes a truly unique and outstanding

contribution.

Funding for awards issued in accordance with this procedure will be provided by the Office of Management and Budget to a non-departmental account from which agencies can draw in accordance with an allotment formula determined by OMB. Appointing Authorities for agencies which, by virtue of their size, are not allotted funding sufficient to issue the maximum employee award permitted by Section 16-209 of the Personnel Law, may request a supplemental allotment by writing the Chief Administrative Officer.

This procedure applies only to permanent, classified County employees. In instances where this procedure conflicts with collective bargaining agreements, the agreement shall be superior.

a. **Tax on Cash and Cash Equivalents**

As a general rule, unless otherwise provided, gross income include amounts received as prizes and awards which may be subject to federal, state and FICA employment taxes. Agencies should consult with the Office of Finance regarding tax withholdings prior to presenting awards in an effort to prepare the employee for possible tax implications.

2. EMPLOYEE INCENTIVE AWARDS

a. **Dedicated Attendance Awards**

- 1) **Dedicated Attendance Awards** -- to 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 a non-base salary payment is the appropriate recognition for an employee who meets established criteria and is eligible to receive an Agency Dedicated Attendance Award.

b. **Agency Awards**

- 1) **Agency Awards**, to be authorized by appointing authorities consistent with established agency policy, include:
 - a) **Honorary Awards** -- to 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.
 - b) **Creativity Awards** -- to be granted 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.

- c) **Exemplary Performance Awards** -- to be granted, at the sole discretion of the appointing authority, to an employee who consistently receives performance appraisals which exceed satisfactory. A grant of up to three (3) days annual leave or a non-base salary payment of up to two thousand eight hundred dollars (\$2,800) is the appropriate recognition for an employee who receives an Exemplary Performance Award. Any annual leave granted an employee for an Exemplary Performance Award must be used within sixty (60) days of the grant of leave.
 - d) **Special Achievement Awards** -- to 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 or up to its salary equivalent (not to exceed \$4,700) in the form of a bonus, or any combination thereof.
- 2) An Agency may also establish an awards policy which recognizes:
- a) **Employee(s) of the Month** -- to be awarded employees who have been recognized by the agency in one of the award categories listed in 2.b.1), in the current year. In addition to any award granted an employee pursuant to 2.b.1), above, 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 the non-base salary equivalent thereof and/or some other appropriate award (e.g., certificate, plaque, special parking privileges, etc.).
 - b) **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 in 2.b.1) 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 one thousand dollars (\$1000.00) in total.

- 3) No employee may receive an agency grant of more than five (5) days annual leave and four thousand seven hundred dollars (\$4,700) in any one calendar year, excluding grants from the Dedicated Attendance Award program.
- 4) Awards of recognition under this procedure are at the sole discretion of the agency's appointing authority. Agency recognition of an employee in accordance with this procedure must be documented and reported to the Director of Human Resources, Director of the Office of Management and Budget, and the Director of the Office of Finance on Prince George's County Form 4009 (attached). This documentation is necessary to ensure uniformity and consistency in the application of this procedure and to authorize payment of any non-base salary awards.

c. **Legislative Branch Employees**

Pursuant to procedures established by the Council Administrator, Legislative Branch employees are authorized to receive any agency award authorized by this procedure.

d. **Exempt Service Employees**

Exempt Service employees in the Executive Service are authorized to receive any agency award authorized by this procedure. Additionally, employees in the Exempt Service can receive as authorized by the Chief Administrative Officer an on-the-spot bonus equivalent of five (5) days annual leave or up to its salary equivalent (not to exceed \$4,700) in the form of a bonus, or any combination thereof.

3. COUNTY EXECUTIVE EMPLOYEE AWARDS

- a. Any employee who receives an agency award may be nominated by the employee's appointing authority to receive either a **Distinguished Service Award** or a **Meritorious Service Award** from the County Executive.
 - 1) **Distinguished Service Award** -- is the highest award which may be presented to a County employee. Nominees for this award are limited to employees who have received an agency Creativity Award, Special Achievement Award and/or Employee of the Year Award. Only an employee who has been recognized by an agency for the most noteworthy performance should be nominated for this award.

- 2) **Meritorious Service Award** -- may be presented to an employee who has received an agency award and is nominated by the employee's appointing authority.
- b. Appointing authorities should nominate employees in their respective agencies for either the County Executive's **Distinguished Service Award** or **Meritorious Service Award** by submitting the names of any employee(s) nominated, along with complete documentation of the circumstances surrounding the employee's agency award and a recommendation as to the appropriate County Executive Award to be granted, to the Chief Administrative Officer by November 30 of each calendar year.
 - c. The Chief Administrative Officer will designate, by November 30, a Committee consisting of the Director of the Office of Human Resources Management and four (4) other appointing authorities representing public safety, administration, human services, and development.
 - d. The Committee established pursuant to sub-paragraph c. of this Section shall recommend to the Chief Administrative Officer those nominees to receive the **Distinguished Service** and **Meritorious Service** awards.
 - e. The County Executive may present to any employee nominated for a **Distinguished Service Award** or **Meritorious Service Award** any appropriate award of appreciation, in addition to any other award the employee may have received. The County Executive may also designate an employee or employees, as appropriate, as the **Prince George's County Employee(s) of the Year**.
 - f. At the County Executive's direction, the Director of the Office of Human Resources Management shall arrange an appropriate Employee Awards Ceremony to recognize County Executive Award recipients and employees who have achieved length-of-service milestones. This ceremony should occur in January or February of the calendar year following the year for which such awards are granted.

EFFECTIVE DATE: This Procedure supersedes Administrative Procedure 216, dated May 24, 1989 and shall become effective on the date of issuance.

County agencies are hereby instructed to amend any existing agency procedures regarding employee awards or incentives to conform to the guidelines established in this procedure.

Date 9/8/21



Tara H. Jackson
Chief Administrative Officer

PRINCE GEORGE'S COUNTY GOVERNMENT
EMPLOYEE INCENTIVE AWARDS PROGRAM
AGENCY AWARD NOMINATION

Name of Agency: _____

Name of Employee Recommending Award: _____

Name of Employee Receiving Agency Award: _____

Social Security #

I. Type of Award Recommended:

- _____ Dedicated Attendance Award
- _____ Honorary Award
- _____ Creativity Award
- _____ Exemplary Performance Award
- _____ Special Achievement Award
- _____ Employee of the Month (if applicable)
- _____ Employee of the Year (if applicable)
- _____ Check here if you want this nomination considered for a County Executive Award

II. Type of Recognition Recommended:

- _____ Letter of Commendation Certificate
- _____ Conversion of _____ Days Sick Leave
- _____ Grant of _____ Days 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):

IV. Authorizations:

Signature of Employee (Date)
Recommending Award

Approval of (Date)
Appointing Authority

Distribution: Original to Office of Human Resources Management (COREHR@co.pg.md.us)

Copies to: Budget Director
Finance Director

P.G.C. Form 4009 (09/21)