

1 **5600 PERSONNEL**

2

3 Certified and Non-Certified Personnel

4 Incentive Award System

5 **Philosophy**

6

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

12 **Incentive Awards**

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

18 **Eligible Persons**

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

21 **Criteria**

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

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

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

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

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

7 Policy History

8 Adopted on: June 14, 1999

9 Revised on: