

4.4 Employee Incentive Program

- A. All employees that are subject to step increases are eligible for this program. The total cost of this program shall not exceed \$7,500 in a fiscal year. The purpose of this incentive program is not to increase employee compensation, but rather to realize a public benefit through the promotion of efficiency, initiative and morale in TAMC service. This incentive program serves the substantial public purpose of ensuring continued recruitment and retention of qualified and competent employees. With this incentive program, TAMC is taking steps to further the Agency's self-interest in recruiting and retaining the most competent employees.
- B. If an employee demonstrates sustained superior performance over a significant period of time, the Executive Director may at his/her discretion approve the advancement or acceleration of a step increase for this employee. The definition of sustained superior performance includes consistent, day-to-day, unfailingly exceptional work output that is both quantitatively and qualitatively superior. Superior quality means written reports that are well thought out, timely, accurate, and written correctly for the intended audience. Superior quantity means volume of work above what would normally be expected of an average performer. Any award of this nature must have prior approval by the TAMC Executive Committee.
- C. Alternatively, if an employee performs outstandingly and spectacularly on a particular project, the Executive Director may at his/her discretion authorize payment to this employee of a one-time cash award. The one-time cash award is for a piece of work or completed project that is over and above what is usually expected of that person in that job classification. It is for work "above and beyond" the call of duty that is beneficial to the Agency and to the public. The one-time cash awards may range from \$50 to \$150 each and cannot exceed an agency-wide total of \$700 per fiscal year. Awards of this nature must have prior approval by the TAMC Executive Committee.
- D. If an employee performs outstandingly "in the moment," a Management Employee may award an Employee with an "employee of the moment" coupon, which could include low-value redeemable merchant coupons for outstanding performance of specific activity. The "employee of the moment" coupons would be from \$5 to \$10 each and would not exceed a total cost to the Agency of \$300 a year. The "Employee of the Moment" award is for an action or individual piece of work that took less than one day to accomplish, and was superlative in and of itself in character, and successful in outcome. All TAMC Management is authorized to make this award.