

Employee Incentive Award Program Report

FOR MONTANA STATE GOVERNMENT

Fiscal Years 2017 - 2018

State Human Resources Division
Department of Administration

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Program Background

This report is the 2017 and 2018 review of the Incentive Award Program.¹ It contains a list of incentive awards agencies granted during fiscal years 2017 and 2018 with the corresponding savings to the state or improvements in the effectiveness of state government.

The Incentive Award Program recognizes and rewards individuals and teams of state employees as well as non-employees for innovations significantly contributing to efficiency in state government, the economy, or other improvements in state government. Agencies may present incentive awards in the form of money, paid leave or other forms of non-monetary recognition.

The program is a result of legislation enacted in 1993.² Each agency administers its own incentive award program. An agency head may choose to grant incentive awards and determine their monetary value. The general public may also submit ideas to improve government operations and become eligible to receive an incentive award.

Overview

No incentive awards were granted during fiscal year 2017.

The Department of Environmental Quality presented three, individual incentive program awards during fiscal year 2018. Two employees received cash awards, and one received a non-cash award. The Department of Environmental Quality documented an actual cash savings of \$34,160. Detailed information about the awards and actual savings follow.

Montana Fish, Wildlife and Parks did not respond to the request for information about any potential incentive program awards presented at their agency.

¹ § 2-18-1103, MCA

² §2-18-1101, et seq., MCA

Detailed Report for Fiscal Year 2018

TABLE ONE
Summary of Employee Incentive Program Awards

Agency	Recipients	Award Totals	Actual Savings	Projected Savings
Department of Environmental Quality	1	8 hours of leave time	\$30,000	N/A
Department of Environmental Quality	2	\$50	\$4,160	N/A

TABLE TWO
Descriptions of Employee Incentive Program Awards by Agency

DEPARTMENT OF ENVIRONMENTAL QUALITY

Recipient: Larry Alheim
Division or Work Unit: Safety Division
Date award presented: May 2018
Award Amount: 8 hours of leave time

Description: The employee saved the agency \$30,000 on insurance premiums through increased safety efforts.

Recipient: Bob Habeck
Division or Work Unit: Centralized Services Division
Date award presented: May 2018
Award Amount: \$25

Description: The employee saved the agency \$2,160 by consolidating storage units.

Recipient: Lindsay Ford
Division or Work Unit: Director's Office
Date award presented: May 2018
Award Amount: \$25

Description: The employee saved the agency \$2,000 by consolidating office supplies.

References

Incentive Award Program Policy (ARM 2.21.6701 through 2.21.6718)

To view the policy online, see

<https://montana.policytech.com/docview/?docid=307&public=true>.

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