

# Employee Incentive Award Program Report

FOR MONTANA STATE GOVERNMENT

Fiscal Years 2019 - 2020

State Human Resources Division  
Department of Administration

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## Program Background

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This report is the 2019 and 2020 review of the Incentive Award Program.<sup>1</sup> It contains a list of incentive awards agencies granted during fiscal years 2019 and 2020 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.<sup>2</sup> 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

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No incentive awards were granted during fiscal year 2019.

The Department of Fish, Wildlife, and Parks presented one individual incentive program award during fiscal year 2020. The employee received a cash award. The Department of Justice presented two individual incentive program awards during fiscal year 2020. Both employees received a cash award. The Department of Justice documented an actual cost savings of \$11,000. The Department of Environmental Quality presented a team incentive program award during fiscal year 2020. The six team members each received a non-cash award. Detailed information about the awards follow.

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<sup>1</sup> § 2-18-1103, MCA

<sup>2</sup> §2-18-1101, et seq., MCA

## Detailed Report for Fiscal Year 2020

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**TABLE ONE**  
Summary of Employee Incentive Program Awards

Agency	Recipients	Award Totals	Actual Savings	Projected Savings
Department of Fish, Wildlife, and Parks	1	\$1,000	N/A	N/A
Department of Justice	2	\$200	\$11,000	\$18,000
Department of Environmental Quality	6	48 hours of leave time	N/A	N/A

**TABLE TWO**  
Descriptions of Employee Incentive Program Awards by Agency

### DEPARTMENT OF FISH, WILDLIFE, AND PARKS

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**Recipient:** Jacob Effertz  
**Division or Work Unit:** Fisheries Division  
**Date award presented:** January 2020  
**Award Amount:** \$1,000

**Description:** The employee implemented a new prioritization system for processing water samples for aquatic invasive species testing and significantly decreased lab processing time. The employee's efficiency working alone with little supervision allowed other staff to focus on the monitoring aspects of the program instead of providing oversight and assistance in the lab.

### DEPARTMENT OF JUSTICE

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**Recipient:** Janet Bryant  
**Division or Work Unit:** Criminal Investigation Division  
**Date award presented:** December 2019  
**Award Amount:** \$100

**Description:** The employee provided statewide training on FBI compliance to law enforcement, which significantly reduced questions and errors from counties. The employee conducts compliance audits to further reduce errors.

**Recipient:** Kimette Giard  
**Division or Work Unit:** Criminal Investigation Division  
**Date award presented:** December 2019  
**Award Amount:** \$100

**Description:** The employee provided statewide training on FBI compliance to law enforcement, which significantly reduced questions and errors from counties. The employee conducts compliance audits to further reduce errors.

#### DEPARTMENT OF ENVIRONMENTAL QUALITY

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**Recipients:** Pam Arroues, Devon Bathon, Kate Cederlund, Nick Gauthier, Greg Smith, Joyce Wittenberg  
**Division or Work Unit:** Centralized Services  
**Date award presented:** March 2020  
**Award Amount:** 48 hours of leave time (8 hours per recipient)

**Description:** This team successfully developed the Electronic Records Management Center (ERMaC). This program was developed using out-of-the-box systems at no cost and enabled the decommissioning of the shared permanent drives, resulting in greater efficiency gains for the agency.

#### References

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Incentive Award Program Policy (ARM 2.21.6701 through 2.21.6718)

To view the policy online, see

<http://www.mtrules.org/gateway/Subchapterhome.asp?scn=2%2E21%2E67>

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