Arkansas Department of the Military
Cabinet Secretary – Brigadier General Olen Chad Bridges,
The Adjutant General

Policy Title: Special Compensation Awards Program

Policy Number: 22

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I. PURPOSE:

The Arkansas Department of the Military (DOTM) Special Compensation Awards Program is designed to motivate state employees to increase productivity, creativity, and to achieve greater efficiency, economy, and improvement of operations. It provides a method for rewarding those whose job performance are substantially above normal job requirements and performance standards. The DOTM Special Compensation Awards Program will be administered entirely based on merit without regard to gender (to include sexual harassment and pregnancy), age, race, color, religion, national origin, marital status, physical or mental handicap, disability, veteran status, or any other protected status.

II. DOTM SPECIAL COMPENSATION AWARDS COMMITTEE:

The Adjutant General will appoint a DOTM Special Compensation Awards Committee. The Committee membership will include state, federal, and military employees. The scope and level of review of the Committee is established to effectively manage the DOTM Special Compensation Awards Program. Responsibilities of the Committee include the following:

a. Assisting DOTM HR Director and supervisors of state employees in planning the DOTM Special Compensation Awards Program and providing program promotion to create and maintain interest in the DOTM Special Compensation Awards Program.

b. Reviewing and making recommendations to The Adjutant General, or designee, on nominations for monetary awards not to exceed five thousand dollars ($5,000) per award.

c. Reviewing and making recommendations to The Adjutant General, or designee, on the recommendation to award a recruitment incentive for individual prospective employees and certain classification of positions.

d. Validate funding availability for special compensation awards with a financial impact.

e. Assisting the DOTM HR Director and supervisors of state employees to review requests for reconsideration of disapproved suggestions.

f. Evaluating the effectiveness of the program by reviewing participation and performance awards granted.

g. Considering a supervisor's effective use of the DOTM Special Compensation Awards Program.

h. Reviewing program results to assure that all awards are granted equitably and based on merit.

i. Ensuring state employees serving on the DOTM Special Compensation Awards Committee are not involved with any DOTM Special Compensation Award related to themselves.

j. Ensure all requests under DOTM Special Compensation Awards Program award meet all requirements established in Arkansas law or policy.

The Adjutant General is the approving official for the recommendations of the DOTM Special Compensation Awards Committee. The Adjutant General may delegate authority for approval to the Deputy Adjutant General or the DOTM Chief of Staff. The DOTM HR Director will be provided with a copy of the written delegation of authority.

III. INCENTIVE LEAVE AWARD PROGRAM:

The following provides guidance for the administration of the DOTM Incentive Leave Award Program (ILAP). Incentive leave awards are intended to excuse a state employee from duty without loss of pay or charge to any other type of leave in recognition of superior accomplishment of a major project or assuming duties outside their normal job duties.

DEFINITION:

Incentive leave is an excused absence granted to an employee for recognition of superior accomplishment of a major project or assuming duties outside their normal job duties. Incentive leave is a means of recognizing the superior accomplishments or contributions of employees as an alternative to monetary award.

ELIGIBILITY:

All full-time state employees who are not in a probationary period or performance improvement plan are eligible to receive incentive leave. A list of the classifications eligible for recommendation for the ILAP are listed in Appendix 1.

CRITERIA:

a. Performance by the state employee of a high quality which:

1) Displayed outstanding performance in successfully completing a significant project,

job assignment, or completing a major project milestone. Outstanding performance includes but is not limited:

i. Displaying special initiative and skill in completing an assignment.

ii. Performance of assigned duties involved overcoming unusual difficulties.

iii. Making improvements in a product, activity, program, or service.

2) Included assumption of temporary job responsibilities for a period not to exceed six (6) months that were beyond the scope of work typically performed by the employee and produced measurable results that enhance the mission and goals of the agency.

b. Supervisors will take into consideration the benefits realized by the agency from the employee's contribution.

PROCEDURES:

a. Incentive leave time-off may be granted for a minimum of twenty (20) hours or maximum of forty (40) hours for a single contribution.

b. An employee may be granted no more than forty (40) hours of incentive leave during any one calendar leave year (Jan-Dec). An employee shall not receive more than two (2) incentive leave awards in a state biennium.

c. The recommendation for an award will be initiated by the immediate supervisor on an DOTM Form 32-A and supported by appropriate written justification. A table for the number of hours to award in correlation with the value to the organization is provided in Appendix 2 as a guide; it is not all inclusive. The DOTM Form 32-A will be submitted to the 2nd line supervisor for concurrence and signature.

1) The 2nd line supervisor has the authority to approve an incentive award up to twenty (20) hours; however, incentive awards of twenty (20) hours or less will still need to be routed through DOTM HR for review, to include the justification, and processing before the time can be taken by the state employee.

1) If the ILAP recommendation is for more than twenty (20) hours, the 2nd line supervisor can recommend approval by endorsing and forwarding the form to one of the appropriate Approving Official. The Approving Officials for the DOTM are The Adjutant General, Deputy Adjutant General, and the DOTM Chief of Staff.

d. The effective date is the date of endorsement by the 2nd line supervisor or higher level, as appropriate for the number of hours recommended. The DOTM Form 32-A must be forwarded to the DOTM HR within three (3) days after final approval. The documentation will be reviewed for regulatory compliance prior to implementation.

e. Supervisors should verify the incentive leave has been awarded via EASE prior to granting/approving the state employee for time off. Failure to comply with published guidelines could result in unauthorized leave granted. Use of unauthorized time-off will be converted to another type of leave for the employee in the following order: Annual Leave, Compensatory Time, and Leave Without Pay. The first line supervisor will ensure that unauthorized time off is properly recorded on the state employee's time sheet.

f. Incentive leave granted must be scheduled and used by the end of the calendar year following the calendar year in which the award of incentive leave was made. No waivers are authorized beyond this period and incentive leave will not carry forward to the subsequent calendar year. The use of time off granted under this authority is subject to approval by the immediate supervisor. An employee shall not receive a special compensation award under this section more than two (2) times in a biennium.

g. Incentive leave will not be liquidated by a lump-sum payment to an employee under any condition. Unused incentive leave hours remaining after the period outlined in subparagraph f above will be forfeited without further compensation to the state employee. Incentive which has been granted to an employee and not used before the time the employee transfers to another state agency shall be forfeited. The incentive leave balance cannot be transferred to another state agency, nor may the employee be compensated for the unused balance. Unused incentive leave will be forfeited if an employee resigns or is terminated from employment. To ensure awarded incentive leave hours are not forfeited, it is recommended that the supervisor and employee both keep a record of the incentive leave awarded and used.

h. Incentive leave awards shall not be granted to create the effect of a holiday or treated as administrative excusals or leave. Though incentive leave awards may not have an immediate budget consequence, supervisors and managers shall fully consider wage costs and productivity loss and shall ensure that the incentive leave granted as an award is commensurate with the individual's contribution and accomplishment.

i. The use of incentive leave awards will be reported through EASE utilizing the processes established in that system.

j. Incentive leave awards will be documented and reported by the DOTM HR as required by all applicable polices and state law. Incentive lease awards will not be granted prior to DOTM HR staff review of justification and approval.

k. The approved ILAP award will be processed and reported utilizing procedures established by the Arkansas Department of Transformation and Shared Services, Office of Personnel Management

SUPERVISOR RESPONSIBILITIES

Supervisors and managers are responsible for reviewing and approving subordinate time reporting

records and leave requests promptly. Any issues or discrepancies must be discussed with the employee and DOTM payroll representative when necessary.

Any changes in an employee's work schedule must be reported to the DOTM human resources liaison at least 2 (two) weeks in advance.

IV. LUMP-SUM PAYMENT OF ANNUAL LEAVE:

The following provides guidance for the administration of the DOTM Lump-Sum Payment of Annual Leave Program (LPAL). This program will be used to enable high performing employees to receive a lump-sum payment for up to forty (40) hours of annual leave.

DEFINITION:

LPAL is an alternate means of recognizing the superior accomplishments of employees by recommending an employee to be allowed to receive a payout up to forty (40) hours of annual leave.

ELIGIBILITY:

All full-time state employees who are not in a probationary period or performance improvement plan with over a combined balance of annual leave, holiday leave, and birthday leave over eighty (80) hours are eligible for the LPAL. A list of the classifications eligible for recommendation for the LPAL are listed in Appendix 1.

CRITERIA:

a. The state employee must have a combined balance of annual leave, holiday leave, and birthday leave over eighty (80) hours.

b. Performance by the state employee of a high quality which:

1) Displayed outstanding performance in successfully completing a significant project, job assignment, or completing a major project milestone. Outstanding performance includes but is not limited:

i. Displaying special initiative and skill in completing an assignment.

ii. Performance of assigned duties involved overcoming unusual difficulties.

iii. Making improvements in a product, activity, program, or service.

2) Included assumption of temporary job responsibilities for a period not to exceed six (6) months that were beyond the scope of work typically performed by the employee and produced measurable results that enhance the mission and goals of the agency.

c. Supervisors will take into consideration the benefits realized by the state government from the employee's contribution.

PROCEDURES:

b. An employee may be granted the ability to receive a payout of up to forty (40) hours of annual leave at the employee's hourly rate. However, the employee's combined balance of the employee's annual leave, holiday leave, and birthday leave may not be reduced to less than eighty (80) hours total with the lump sum payment during any one calendar leave year (Jan-Dec). An employee shall not receive more than two (2) lump-sum payment of annual leave awards in a state biennium.

c. The recommendation for an LPAL award will be initiated by the immediate supervisor on an DOTM Form 32-A and supported by appropriate written justification. The DOTM 32-A will be submitted to the 2nd line supervisor for concurrence and signature.

1) The 2nd line supervisor has the authority to approve an LPAL up to twenty (20) hours; however, LPAL awards of twenty (20) hours or less will still need to be routed through DOTM HR for review, to include the justification, and processing.

2) If the LPAL recommendation is for more than twenty (20) hours, the 2nd line supervisor can recommend approval by endorsing and forwarding the form to one of the appropriate Approving Official. The Approving Officials for the DOTM are The Adjutant General, Deputy Adjutant General, and the DOTM Chief of Staff.

l. The effective date is the date of endorsement by the 2nd line supervisor or higher level, as appropriate for the number of hours recommended. The DOTM Form 32-A must be forwarded to the DOTM HR within three (3) days after final approval. The documentation will be reviewed for regulatory compliance prior to implementation.

d. Supervisors should verify leave hours paid out under the LPAL has been deducted via EASE. Failure to comply with published guidelines could result in unauthorized leave granted. Use of unauthorized time-off will be converted to another type of leave for the employee in the following order: Annual Leave, Compensatory Time, and Leave Without Pay. The first line supervisor will ensure that unauthorized time off is properly recorded on the state employee's time sheet.

e. The approved LPAL award will be processed and reported utilizing procedures established by the Arkansas Department of Transformation and Shared Services, Office of Personnel Management.

V. LUMP-SUM BONUS PAYMENT PROGRAM:

The following provides guidance for the administration of the DOTM Sustained Superior Performance Lump-Sum Bonus Payment Program (SSP). This program will be used as a means of

rewarding outstanding performance and improving workforce motivation and effectiveness.

DEFINITION:

A SSP is a monetary award not to exceed five thousand dollars ($5,000) per award for a DOTM state employee in recognition of superior accomplishment of a major project or assuming duties outside their normal job duties.

ELIGIBILITY:

All full-time state employees who have been with DOTM over one (year) and are not on a performance improvement plan are eligible to receive a lump-sum bonus payment. A list of the classifications eligible for recommendation for the SPP are listed in Appendix 1.

An SSP is not authorized if a state employee has received a promotion within the six (6) month period prior to the end of the normal appraisal period beginning 1 July and ending 30 June.

The state employee's most recent overall performance appraisal must be "Meets Expectations", score of 3.5, or higher. Sustained superior performance on which the award is based must have been maintained for at least six (6) months and in the same job and grade level. A change of position, after being recommended for an award, will not affect eligibility for an award earned during a previous time and position.

A state employee may not have received another SSP within the same appraisal period. SSPs in consecutive appraisal periods may be considered by the DOTM State Employee Awards Committee.

CRITERIA:

a. Performance by the state employee of a high quality which:

1) Displayed outstanding performance in successfully completing a significant project, job assignment, or completing a major project milestone. Outstanding performance includes but is not limited to:

iv. Displaying special initiative and skill in completing an assignment.

v. Performance of assigned duties involved overcoming unusual difficulties.

vi. Making improvements in a product, activity, program, or service.

2) Included the assumption of temporary job responsibilities for a period not to exceed six (6) months that were beyond the scope of work typically performed by the employee and produced measurable results that enhance the mission and goals of the agency.

b. Supervisors will take into consideration the benefits realized by the state government from

the employee's contribution.

c. Supervisors will confirm availability of funding in writing prior to recommending an award.

d. Examples of utilization of lump sum bonus payment include but are not limited to:

1) Recognize outstanding performance in assuming supervisory duties or supervision of additional employees due to turnover or inability to fill supervisory positions.

2) Recognize outstanding performance related to major projects such as significant military training events, domestic state active-duty operations, streamlining and improving state business practices, and major construction or maintenance projects.

PROCEDURES:

a. Supervisor responsibilities:

1) The immediate supervisor is responsible for initiating the nomination for an SSP award by completing an DOTM Form 32-A and forward with the most recent appraisal thru channels to DOTM HR. Justification for an SSP award will be documented as described on the DOTM Form 32-A. The nomination will include a written certification from the National Guard Bureau Cooperative Agreement Appendix Manger stating federal funding is available for the award. For awards that are not one hundred percent federally funded, the nomination will include a second written certification from the DOTM Chief Financial Officer stating state funding is available for the award.

2) Supervisors may recommend a percentage of annual basic pay on the DOTM Form 32-A. The percentage recommended will be reviewed by the DOTM Special Compensation Awards Committee prior to forwarding to the Adjutant General, or designee. The dollar value of the percentage cannot exceed five thousand dollars ($5,000) per award. An employee shall not receive more than two (2) lump sum bonus payment awards in a state biennium.

b. The DOTM Special Compensation Awards Committee will:

1) Consider a supervisor's effective use of the DOTM Special Compensation Awards Program.

2) Review justification, fair and equitable allocation, and by a majority vote, recommend approval or disapproval to the Adjutant General, or designee, based on the criteria outlined in this policy and applicable state policies and law.

3) Ensure federal and/or state funds are available and obligated consistent with Army or Air National Guard financial management controls and the amount of an SSP award is determined in a fair and equitable manner.

c. The DOTM HR Director will:

1) Review recommendations for administrative accuracy and verification of eligibility.

2) Forward eligible recommendations to the Awards Committee for review.

3) Upon approval of the recommendations by The Adjutant General, or a designee, supervisors will be notified, and payments processed. If disapproved, documentation of the recommendation will be returned through supervisory channels to the nominating official. When a nomination is disapproved, the state employee must begin a new waiting period beginning the day following the period the recommendation was based upon (12 months from the previous period of service). Employees may not appeal a decision to disapprove an award.

4) Generate applicable documents and reports to implement the approved award.

5) Ensure the approved SPP award is processed and reported utilizing procedures established by the Arkansas Department of Transformation and Shared Services, Office of Personnel Management.

VI. RECRUITMENT INCENTIVE PROGRAM:

The following provides guidance for the administration of the DOTM Recruitment Incentive Program (RIP). This program will be used to recruit highly qualified candidates who would otherwise seek employment outside of state government for similar positions in the federal, private, non-profit, and academic sectors. The use of recruiting incentives is not to be used as a substitute for traditional recruiting efforts, which could yield a competent and qualified employee without the use of such incentives. In determining whether to recommend the use of these incentives, supervisors should thoroughly weigh the financial costs associated with the approval of these incentives with the actual benefit.

DEFINITION:

A recruitment bonus payment is a monetary award not to exceed five thousand dollars ($5,000) for a prospective employee with an offer of employment from the DOTM.

Recruitment incentive leave is an excused absence granted to an employee not to exceed forty (40) hours for a prospective employee with an offer of employment from the DOTM.

ELIGIBILITY:

Recruitment incentives are only available to prospective employees with an offer of employment if it has been determined that the **position** is critical to the mission of the organization, and in the absence of the incentive, it would be difficult to fill the position with a **highly qualified employee** from either the government or private sector. A list of the classifications eligible for recommendation for the RIP are listed in Appendix 1.

CRITERIA:

The decision to award a recruitment incentive and the amount to be paid for any bonus payment must be justified, in writing, and approved by the DOTM Special Compensation Awards Committee. Recruitment incentives for highly qualified candidates must be submitted in writing and approved by the DOTM Special Compensation Awards Committee prior to the prospective employee accepting an offer of employment. The determination to pay a recruitment incentive must be based on factors including, but not limited to:

a. The qualifications of the prospective employee that establish a level of highly qualified.

b. The success (or lack thereof) of recent efforts to recruit candidates for similar positions, using indicators such as job offer acceptances rates, the proportion of positions filled, the length of time required to fill similar positions, and the probable cost of renewed recruitment efforts.

c. Recent turnover in similar positions. For purposes of recruitment incentives approval, positions are considered similar if they have the same duties and responsibilities and have the same level of responsibility.

d. Supervisors will confirm availability of funding in writing prior to submitting a RIP recommendation.

PROCEDURES:

a. Hiring Official responsibilities:

1) The hiring official is responsible for initiating the nomination for an RIP award by completing an DOTM Form 32-B and forwarding thru channels to DOTM HR. Justification for a RIP award will be documented as described on the DOTM Form 32-A. The nomination will include a written certification from the National Guard Bureau Cooperative Agreement Appendix Manger stating federal funding is available for the award. For awards that are not one hundred percent federally funded, the nomination will include a second written certification from the DOTM Chief Financial Officer stating state funding is available for the award. Recommendations for recruitment incentive leave do not require written certification related to funding.

2) Hiring officials may recommend a recruiting lump-sum payment, recruitment incentive leave, or both. Hiring officials may recommend a percentage of annual basic pay for the position in the DOTM Form 32-B. The percentage recommended will be reviewed by the DOTM Special Compensation Awards Committee prior to forwarding to the Adjutant General, or designee. The dollar value of the percentage cannot exceed five thousand dollars ($5,000) per award.

b. The DOTM Special Compensation Awards Committee will:

1) Consider a hiring official's effective use of the Recruiting Incentive Program for recruiting highly qualified individuals and hard to fill positions.

2) Review justification and by a majority vote, recommend approval or disapproval to the Adjutant General, or designee.

3) Ensure federal and/or state funds are available and obligated consistent with Army or Air National Guard financial management controls and the amount of an RIP award is determined in a fair and equitable manner.

c. The DOTM HR Director will:

1) Review recommendations for administrative accuracy and verification of eligibility.

2) Forward eligible recommendations to the DOTM Special Compensation Awards Committee for review.

3) Upon approval of the recommendations by The Adjutant General, or a designee, notify hiring official.

4) Generate applicable documents and reports to implement the approved award.

5) Ensure the approved RIP award is processed and reported utilizing procedures established by the Arkansas Department of Transformation and Shared Services, Office of Personnel Management.

d. Recruitment incentive leave shall use the same procedures outlined in incentive leave procedures in Section III, paragraph "PROCEDURES," procedures subparagraph e. through j. above.

e. An employee receiving a recruitment incentive shall be required to be employed with the DOTM for a period of one (1) year. If the employee receives a recruitment incentive under this section and voluntarily resigns or is terminated from employment with the state agency before completing the one-year period, the employee shall pay back the entire amount received as a recruitment incentive bonus. Regarding recruitment incentive leave, the same procedures outlined in incentive leave procedures subparagraph g. above shall apply.

f. An employee shall not receive more than two (2) recruitment incentive awards in a state biennium.

g. A person employed by the executive branch at the time of the offer of employment is not eligible for a recruitment incentive under this section.

Appendix 1-DOTM Classified Positions Eligible for Special Compensation Awards

Class Code	Title	Grade	Recruitment Incentive	Incentive Leave	Lump-Sum-Annual Leave	Lump-Sum-Bonus Payment
CPR05P	Public Information Coordinator	SGS07	Yes	Yes	Yes	Yes
CPR07P	Public Information Specialist	SGS06	Yes	Yes	Yes	Yes
CTR02P	Trainer	SGS07	Yes	Yes	Yes	Yes
FAC08C	Chief Fiscal Officer I	SPC09	No	Yes	Yes	No
FAC05P	Accounting Supervisor/Expert	SPC04	No	Yes	Yes	No
FAC02P	Accountant II	SPC02	Yes	Yes	Yes	Yes
FAC01P	Accountant I	SPC01	Yes	Yes	Yes	Yes
FBU01P	Budget Analyst	SGS07	Yes	Yes	Yes	Yes
FBU03P	Budget Specialist	SGS05	Yes	Yes	Yes	Yes
FFS02P	Fiscal Support Coordinator	SGS06	Yes	Yes	Yes	Yes
FFS04P	Fiscal Support Specialist	SGS04	Yes	Yes	Yes	Yes
PPR05P	Procurement Supervisor/Expert	SGS08	No	Yes	Yes	No
PPR04P	Procurement Specialist	SGS05	Yes	Yes	Yes	Yes
HDH02C	HR Administrator I	SPC05	No	Yes	Yes	No
HDH06C	HR Manager	SPC04	No	Yes	Yes	No
HDH08P	HR Supervisor/Expert	SGS08	Yes	Yes	Yes	Yes
HDH07P	HR Specialist	SGS04	Yes	Yes	Yes	Yes
IAS08I	Website Specialist	IST05	Yes	Yes	Yes	Yes
IDA02C	Data Engineer	IST12	No	Yes	Yes	No
IDN01P	Data Scientist	IST08	No	Yes	Yes	No
IGI01P	GIS Analyst	IST05	No	Yes	Yes	No
IIA01C	Chief Information Officer I	IST10	No	Yes	Yes	No
IIS04P	IT Infrastructure Analyst	IST06	Yes	Yes	Yes	Yes
IUS02P	User Support Coordinator	IST05	Yes	Yes	Yes	Yes
IUS04P	User Support Specialist	IST02	Yes	Yes	Yes	Yes
LAT08C	Chief Legal Counsel I	SPC10	No	Yes	Yes	No
LAT04P	Attorney II	SPC05	No	Yes	Yes	No
MNU01P	Licensed Practical Nurse	MED02	Yes	Yes	Yes	Yes
PAG09P	Forester	SPC01	Yes	Yes	Yes	Yes
PEP01P	Conservation Specialist	SGS04	Yes	Yes	Yes	Yes
PQA02C	Quality Assurance Manager	SGS09	Yes	Yes	Yes	Yes
PAS08I	Executive Assistant	SGS07	Yes	Yes	Yes	Yes
PAS01P	Administrative Analyst	SGS05	Yes	Yes	Yes	Yes
PAS02P	Administrative Coordinator	SGS04	Yes	Yes	Yes	Yes
PAS03P	Administrative Specialist	SGS02	Yes	Yes	Yes	Yes
IMP02C	Military Program Manager	SGS09	Yes	Yes	Yes	Yes
IMP04P	Military Program Supervisor/Expert	SGS07	Yes	Yes	Yes	Yes
IMP01P	Military Program Coordinator	SGS06	Yes	Yes	Yes	Yes
IMP03P	Military Program Specialist	SGS05	Yes	Yes	Yes	Yes
IMS01P	ITAM Coordinator	SGS08	Yes	Yes	Yes	Yes
IMS02P	LRAM Coordinator	SGS06	Yes	Yes	Yes	Yes
IMS03P	RTLA Coordinator	SGS03	Yes	Yes	Yes	Yes
IFR01P	Firing Range Specialist	SGS03	Yes	Yes	Yes	Yes
RMA10I	Museum Coordinator	SPC02	Yes	Yes	Yes	Yes
SFI01C	Deputy Fire Chief	SGS07	Yes	Yes	Yes	Yes

SFI04P	Firefighter Supervisor/Expert	SGS07	Yes	No	Yes	Yes
SFI03P	Firefighter II	SGS06	Yes	Yes	Yes	Yes
SFI02P	Firefighter I	SGS05	Yes	No	Yes	Yes
SLE01C	Police Chief	LES03	No	Yes	Yes	No
SLE03P	Police Officer Supervisor/Expert	LES02	Yes	Yes	Yes	Yes
SLE02P	Police Officer	LES01	Yes	Yes	Yes	Yes
SIA13P	Dispatcher Supervisor/Expert	SGS06	Yes	Yes	Yes	Yes
SIA12P	Dispatcher	SGS05	Yes	Yes	Yes	Yes
SSE03P	Security Supervisor/Expert	SGS06	Yes	Yes	Yes	Yes
SSE01P	Security Guard	SGS03	Yes	No	Yes	Yes
SBI01P	Biologist I	SPC01	Yes	Yes	Yes	Yes
SCN03P	Ecologist Supervisor/Expert	SPC02	Yes	Yes	Yes	Yes
SCN03P	Ecologist	SPC01	Yes	Yes	Yes	Yes
SCN01I	Archaeologist	SPC01	Yes	Yes	Yes	Yes
TAT03I	Engineering Specialist	SGS05	Yes	Yes	Yes	Yes
TAT02I	Calibration Technician	SGS04	Yes	Yes	Yes	Yes
TAT05I	Heavy Equipment Operator	SGS04	Yes	Yes	Yes	Yes
TGR01P	Landscape Coordinator	SGS02	Yes	Yes	Yes	Yes
THO02P	Housekeeper Supervisor/Expert	SGS02	Yes	Yes	Yes	Yes
THO01P	Housekeeper	SGS01	Yes	Yes	Yes	Yes
TIW04P	Inventory Supervisor/Expert	SGS05	Yes	Yes	Yes	Yes
TIW01P	Inventory Coordinator	SGS04	Yes	Yes	Yes	Yes
TIW03P	Inventory Specialist	SGS03	Yes	Yes	Yes	Yes
TST03P	Licensed Tradesman Supervisor/Expert	SGS08	Yes	Yes	Yes	Yes
TST02P	Licensed Tradesman	SGS07	Yes	Yes	Yes	Yes
TST05P	Skilled Tradesman Supervisor/Expert	SGS07	Yes	Yes	Yes	Yes
TST04P	Skilled Tradesman	SGS06	Yes	Yes	Yes	Yes
TST07P	Trades Specialist	SGS04	Yes	Yes	Yes	Yes
TMA02C	Maintenance Manager	SGS07	Yes	Yes	Yes	Yes
TMA04P	Maintenance Supervisor/Expert	SGS06	Yes	Yes	Yes	Yes
TMA01P	Maintenance Coordinator	SGS05	Yes	Yes	Yes	Yes
TMA03P	Maintenance Specialist	SGS04	Yes	Yes	Yes	Yes
TMA05P	Maintenance Technician	SGS03	Yes	Yes	Yes	Yes
TCO01P	Construction Coordinator	SGS07	Yes	Yes	Yes	Yes
TFM02C	Facility Manager	SGS07	Yes	Yes	Yes	Yes
TFM03P	Facility Supervisor/Expert	SGS05	No	Yes	Yes	No

Appendix 2 –
DOTM Incentive Leave Scale for a Single Contribution

Value to Organization	Number of Hours
Substantial: (1) An important contribution to the value of a product, activity, program, or service to the public. (2) Significant change or modification of operating principles or procedures.	20 to 24
High: (1) A highly significant contribution to the value of a product, activity, program or service to the public. (2) Complete revision of operating principles or procedures, with considerable impact.	25 to 30
Exceptional: (1) A superior contribution to the quality of a critical product, activity, program, or service to the public. (2) Initiation of a new principle or major procedure, with significant impact.	31 to 40