DEFINITIONS

Employee means any permanent or temporary administrator, faculty, or classified staff employee of The University of Montana - Missoula.

Group or team of employees means a group, team or work unit of employees, students, or employees and students working cooperatively.

Student means a person enrolled as a full or part time student at The University of Montana-Missoula.

A. COMMITTEE

The President shall appoint an Incentive Award Committee comprised of seven (7) members: two faculty members recommended by ECOS, one administrator appointed by the President, two staff members recommended by Staff Senate, and two student representatives recommended by ASUM. Appointees shall serve a two-year term. Committee members shall elect a Chair.

Committee members will be charged with the responsibility of investigating and evaluating suggestions, recommending approval or disapproval of the suggestion, recommending the award amount, and forwarding the recommendation(s) to the appropriate executive officer and the President for final approval.

The committee shall prepare and submit a list of Incentive Awards and the corresponding savings to the University resulting from each employee's suggestion to the Department of Administration. The report will include the number of Incentive Awards granted, to whom each award was granted, the estimated value of each achievement or outcome and the outcome of each award. The report must be submitted within thirty (30) days after the end of each fiscal year.

The committee will convene on a regular basis, at least quarterly.

B. ELIGIBILITY

An employee, student, or team of employees and/or students are defined above, may be eligible for an Incentive Award if his/her suggestion results in:

a) eliminating or reducing University expenditures not later than the end of the ensuing biennium without adverse material effect on quality or scope of service; and/or

b) improving services to the public/students by permitting more work to be accomplished within the University without increasing the cost of operations.

An employee will not be eligible for an Incentive Award if the proposal directly relates to the employee's assigned duties and responsibilities unless the suggestion is so superior or
meritorious as to warrant special recognition, as determined by the Incentive Award Committee and President of the University.

Proposals relating to the following matters may not be considered for awards:
   a) personnel grievances;
   b) classification and pay of positions;
   c) proposals resulting from assigned or contracted audits, studies, surveys, reviews, or research;
   d) matters recommended for study or review; and
   e) proposals resulting from employees' service on University committees.

If duplicate suggestions are received, the one bearing the earliest date of receipt by the Incentive Award Committee shall be eligible for consideration and all others shall be ineligible. Similar suggestions may be eligible for consideration to the extent the subsequent proposal(s) adds to the cost savings or value of improved services realized by the first suggestion.

If a dean, director, executive officer, or other administrator modifies a suggestion that is subsequently approved, the employee or student is eligible for an award based only on the savings or value of improved services that directly result from the suggestion. Parts of a suggestion not used or modifications made during the administrative review shall not be used as a basis for calculating the amount of an employee's award. Parts of a suggestion may be considered ineligible.

A current employee or student shall be entitled to an award if a previously unadopted suggestion is adopted and implemented within two (2) years of the proposal being formally submitted under this program. Employees shall be responsible for notifying the Incentive Award Committee if their previously unadopted suggestion is adopted.

C. AMOUNT OF AWARD

After final approval by the President and implementation of an employee's or student's suggestion, the employee or group of employees may be granted an Incentive Award in an amount equal to 10 percent of the savings resulting from implementing the proposal for one (1) year up to a maximum of $500 for an award for which a documented value cannot be calculated or up to $17,000 for an achievement or outcome with a documented value.

The employee shall be paid in a single, lump-sum award. The award is in addition to the employee's regular compensation.

The amount of an award for a suggestion by a group of employees and/or student shall be determined on the same basis as if the proposal had been submitted by one employee or student. The amount awarded shall not exceed a total of $500 for an award for which a documented value cannot be calculated, or $17,000 for an achievement or outcome with a documented value, and shall be equally divided among the employees making the suggestion.

D. PROCEDURES

Employees or students submitting a proposal for consideration of an Incentive Award shall adhere to the following procedures:

1) Formal suggestions shall be submitted on forms prescribed by the Incentive Awards Committee. Incomplete forms will be returned to the employee(s) or students submitting the proposal.
2) Employees or students are responsible for researching the cost savings of their suggestions and for providing data supporting their estimated savings.

3) Employees or students may submit suggestions for use in other departments.

4) Proposals shall be submitted to the Office of Human Resource Services. A log of submitted proposals will be maintained by the HRS Office and proposals forwarded to the chair of the Incentive Awards Committee and the administrator of the relevant department(s).

5) The department administrator shall evaluate the proposal and complete the appropriate form, which will include a statement concerning feasibility of implementation, cost savings analysis, and recommended modifications. If the applicant is or includes an employee, the administrator shall determine if the proposal is part of the employee’s regularly assigned duties and responsibilities. The completed form will be forwarded to the Incentive Awards Committee within thirty (30) days of receipt.

6) The Incentive Awards Committee shall review the proposal(s) within thirty (30) days of receipt of completed information. If a proposal is recommended by the Committee for approval, the projected cost savings will be verified by Budget Office. The Committee’s final recommendation will be forwarded to the appropriate Executive Officer and President for final approval.