

**STATE OF MARYLAND  
MILITARY DEPARTMENT**  
Fifth Regiment Armory  
Baltimore, Maryland 21201-2288

MD Military Department Policy  
Number 1-9

February 4, 2004

**INCENTIVE AWARDS PROGRAM**

**I. PURPOSE**

This policy sets forth this department's implementation of the State's Incentive Awards Program as published in the State Personnel Management System Reform Act of 1996, Title 10, Subtitle 2, currently Title 17, Subtitle 4, by setting out guidelines and limitations for agency cash awards, gifts, time off with pay, or a combination of these awards to State employees for outstanding or extraordinary service. This publication also prescribes guidelines for administering awards for innovative ideas proposed by employees.

**II. APPLICABILITY**

A. This policy is applicable to State employees of the Military Department to include the members of the Maryland Emergency Management Agency except for those employees who hold a position in Executive Service. This policy also applies to employees of temporary and contractual status.

B. Employees must have satisfactorily completed an initial probationary period.

C. This program is not a part of the Department of Budget and Management's Program developed by the Division of Workforce Quality, which annually sponsors the contest for the "Most Valuable Employees Awards." The Most Valuable Employees Awards are made annually to persons by job category. Separate rules apply.

**III. INNOVATIVE IDEA AWARD PROGRAM**

A. A new or improved concept, suggestion or invention of a State employee of this agency concerning departmental operations. An innovative idea, which if implemented, would result in:

- 1) monetary savings to the Military Department;
- 2) increased revenues to the Military Department;
- 3) an improved quality of services delivered to the public; or
- 4) any other significant benefit to the Military Department.

B. Except under exceptional circumstances, a cash award may not be made for an innovative idea that is under active study or continual review by a unit of State government.

## C. Use of an Innovative Idea

1. The use of an innovative idea does not entitle the employee submitting the idea to an award under this regulation nor does the use of the idea rise to any claim by the employee.
2. An innovative idea adopted by a unit for which a cash award was granted, may be implemented by other units without an additional award to the employee.
3. The State shall have the right to make full use of an innovative idea but may, not pursue a patent for the innovative idea.
4. If an employee acquires a patent for the innovative idea, the employee shall permit the State to make use of it without payment.
5. The employee shall retain all rights for commercial use of an innovative idea by entities other than the State.

## D. Criteria

1. An idea that provides improved services or significant benefit, which affect functions, missions or personnel within the Military Department or the State of Maryland;
2. The Committee may next determine the extent of value of benefit. This could be:
  - a. Moderate Value – Change or modification of an operating principal or procedure, which has moderate value sufficient to meet the standard for a cash award; an improvement of rather limited value of a product, activity, program or service to the public;
  - b. Substantial Value – Substantial change or modification of an operating principle or procedure; an important improvement to the value of a product, activity, program or service to the public;
  - c. High Value – Complete revision of a basic principle or procedure; a highly significant improvement to a product, major activity, or program or service to the public;
  - d. Exceptional Value – Initiation of a new principle or major procedure; a superior improvement to the quality of a critical product, activity, program or service to the public.
3. Upon determining the value of the idea, the committee will decide the amount of the award as set forth in Section F (2).

## E. Eligibility

1. Employee(s) must be in a skilled, professional, management, contractual, or temporary employment status. Employees who hold a position in the Executive Pay Plan are ineligible.
2. The idea to be rewarded must not have been the subject of other awards in the past.
3. If an employee acquires a patent for his/her innovative idea, the employee shall permit the State to make use of the idea without payment.
4. An employee may not be limited to one Innovative Idea Award a year.
5. Number of recipients may not be limited to one, but left to the discretion of the committee.

## F. Amount and Types of Award(s)

1. The committee may give an employee a cash award not exceeding \$1000 for an innovative idea with a reasonably ascertainable monetary savings or gain to the State.
2. For any other innovative idea, based on assigned value determined by the committee, the following shall be awarded:
  - a. moderate - up to and not to exceed \$150
  - b. substantial - up to and not to exceed \$200
  - c. high - up to and not to exceed \$250
  - d. exceptional - up to and not to exceed \$300

## G. Governor's Award Panel

1. The Governor's Award Panel consists of five members appointed by the Governor.
2. The head of the unit shall submit to the Governor's Award Panel each innovative idea for which an award is made under this regulation, with a recommendation for an additional award by the Governor.
3. Submission shall be made on January 1, April 1, July 1, and September 1 of each year for awards made in the preceding 3 months.
4. Submissions shall be made in the form and manner prescribed by the Governor's Award Panel.
5. The Governor's Award Panel shall review all innovative ideas submitted to it and make recommendations to the Governor once each quarter concerning additional cash awards for the innovative ideas or up to 20 days administrative leave in lieu of cash award.

6. The Governor may give an employee an additional cash award not exceeding \$20,000 for an innovative idea.

#### IV. INCENTIVE PERFORMANCE AWARDS

There are four types of awards. They are: The Adjutant General's Award of Excellence, Notable Employee, Team Spirit and Courtesy Counts. Each award has been assigned a performance rating. Types of performance ratings and their definitions are as follows:

- \* "Outstanding service" means exceptional performance by an employee on a special project or over a sustained period that exceeds the knowledge, skill or ability required by the position.
- \* "Extraordinary service" means extraordinary performance in the public interest by an employee in connection with the employee's State employment.

##### A. The Adjutant General's Award of Excellence

Performance must be far beyond customary expectations, with a pattern of consistent outstanding performance for a minimum of two years. The results and achievements represent the very highest contributions made to the Department or division. The achievement exemplifies creativity, innovation, initiative and leadership, and contributes directly to exceeding major departmental goals or objectives. The achievement is the result of sustained commitment.

##### 1. Criteria consideration

- a. Demonstration of exceptional creativity and innovation, which enhances the Department's ability to carry out its mission, such as more efficient delivery of services or product.
- b. Sustained and outstanding cooperation within the Department and with other governmental agencies and the public.
- c. The scope of impact within or outside the Department resulting from the employee's performance.
- d. Accomplishing supervisory or non-supervisory duties in an outstanding manner, setting a record of special achievement for a year and inspiring others to improve the quality and quantity of their performance.

##### 2. Eligibility

- a. Employee must be in a skilled, professional, management (no higher than a Grade 17) or contractual.

- b. Employee must not have had any disciplinary action within the past two years and have at least two years of exceeds standards or outstanding performance as reflected in performance evaluation ratings.
- c. Individuals who hold a position in the Executive Pay Plan or a Grade 18 and above are ineligible.
- d. Award will be given once a year to one employee only.
- e. All other nominees will be considered for the Notable Employee Award.
- f. An Award of Excellence constitutes an outstanding performance award. An employee may not receive more than one Award of Excellence in a two-year period.

3. Amount and Types of Award

- a. The committee may give an employee in the Department a cash award not exceeding \$3,000 for outstanding service.
- b. Plaque

B. Notable Employee

A person who exemplifies a role model for other employees in a specific job category and the Department and who has made significant contributions to improve the efficiency, effectiveness and productivity in their field.

1. Criteria consideration

- a. Noteworthy demonstration of skills, knowledge and abilities, which are necessary to perform functions.
- b. Demonstration of personal initiative and innovation within their scope of assigned duties and responsibilities.
- c. Measurable and substantial improvements in the quality and quantity of work and/or efficiency and timeliness of service.
- d. Level of cooperative effort shown departmentally, with other State/Government agencies, and/or the private sector.

2. Eligibility

- a. Employee must be in a skilled, professional, management (no higher than a Grade 17), contractual.

- b. Employee must not have had any disciplinary action within the past 12-month period and have received performance evaluation rating of meets standards or better within the same time frame.
  - c. Employee must have served in their current position for at least one year.
  - d. Individuals who hold a position in the Executive Pay Plan or Grade 18 and above are ineligible.
  - e. Number of recipients may not be limited to one, but left to the discretion of the committee.
  - f. This is an Extraordinary Service Award. An employee may not receive more than one extraordinary service award in a 12-month period.
3. Amount and Type of Award(s)
- a. The committee may give an employee in the Department a cash award not to exceed \$300.
  - b. Up to 24 hours of administrative leave.
  - c. One or any combination of the above not to exceed \$300 in value.
  - d. Certificate of Recognition will accompany the award.

C. Team Spirit

Demonstration of an individual or group's "Personal Best" working collectively toward a common goal of a program, division, or the Department.

- 1. Criteria consideration
  - a. Contribution above and beyond normal work duties and responsibilities.
  - b. Subordination of individual interests in order to achieve team unity and efficiency.
  - c. Personal enthusiasm and/or ability to motivate others.
  - d. Commitment and dedication to quality and completion of product.
- 2. Eligibility
  - a. Employee must be in a skilled, professional, management (no higher than a Grade 17), contractual.

- b. Employee must not have had any disciplinary action within the past 12-months and have received a performance evaluation rating of meets standards or better within the same time frame.
- c. Employee must have served in their current position for at least one year.
- d. Individuals who hold a position in the Executive Pay Plan or Grade 18 and above are ineligible.
- e. Number of recipients may not be limited to one, but left to the discretion of the committee.
- f. This is an Extraordinary Service Award. An employee may not receive more than one extraordinary service award in a 12-month period.

3. Amount and Type of Award(s)

- a. The committee may give an employee in the Department a cash award not to exceed \$200.
- b. 10 hours of administrative leave.
- c. One or any combination of the above not to exceed \$300.
- d. Certificate of Recognition will accompany the award.

D. Courtesy Counts

An employee who has an exceptional attitude, regardless of the mission and treats other employees and the public with consistent respect and courtesy.

1. Criteria consideration

Individual should have met qualifications for at least two of the following categories:

- a. Helpfulness
- b. Cheerfulness
- c. Respectful to others
- d. Cooperative
- e. Willing to volunteer

2. Eligibility

- a. Employee(s) must be in a skilled, professional, management (no higher than a Grade 17), contractual.
  - b. Number of recipients may not be limited to one, but left to the discretion of the committee.
  - c. Employee must not have had any disciplinary action within the past 12-months and have received a performance evaluation rating of meets standards or better within the same time frame.
  - d. Employee must have served in their current position for at least one year.
  - e. This is an Extraordinary Service Award. An employee may not receive more than one extraordinary service award in a 12-month period.
3. Amount and Type of Award
    - a. The committee may give an employee in the Department a cash award not to exceed \$100.
    - b. 10 hours of administrative leave.
    - c. Certificate of Recognition will accompany the award.

#### V. ADMINISTRATIVE APPRECIATION AWARD

An employee in a grade 18 or higher, who displays exceptional leadership or administrative skills and has a keen interest in the morale and welfare of all the employees. His/her quality of service is apparent in the effective accomplishments of the vision and missions of the Maryland Military Department.

1. Criteria consideration
  - a. A noteworthy demonstration of administrative abilities, sound leadership and/or management practices.
  - b. Demonstration of personal initiative and innovation beyond assigned duties and responsibilities.
  - c. Level of cooperative effort shown departmentally, with other State/Government agencies, and/or the private sector.
  - d. Demonstrates outstanding supervisory skills such as motivating employees, requiring high standards, fair employment practices, excellent conflict resolution skills, etc.

2. Eligibility

- a. Employee must be a grade 18 or higher and be in a skilled, professional, management, contractual.
- b. Employee must have received an overall performance evaluation rating of meets standards or better on his/her most recent evaluation.
- c. An employee may not receive more than one administrative appreciation award in a 12-month period.
- d. Employee must have served in their current position for at least one year.

3. Type of Award

- a. Military Department Certificate of Appreciation

VI. MARYLAND MILITARY DEPARTMENT STATE EMPLOYEE AWARDS COMMITTEE GUIDELINES

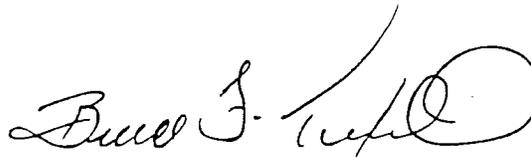
- A. The Awards Committee is responsible for reviewing all award recommendation submitted for State Military Department employees.
- C. The Committee shall ensure adherence to the criteria for the evaluation of each nomination in a fair and equitable manner.
- D. The Committee shall meet every four months: the first week in April, the first week in August and the first week in December.
- E. Only those award recommendations received by March 15, July 15, and November 15 will be considered at the committee's next meeting.
- F. The Committee will decide by majority vote the recommended amount of any award; however, the award amount shall not exceed the amounts specified in this policy.
- G. The Committee may recommend to The Adjutant General submission of any Innovative Idea of merit to the Governor's Award Panel.
- H. All Maryland Military Department State employees are still eligible for the Governor's Most Valuable Employee Award and the Military Department's Employee of the Quarter Award, which are totally separated from this program. Separate guidelines apply; see State Personnel Office for details.
- I. The Adjutant General's Award of Excellence, awarded once a year as stated in its Eligibility Section, should be given at the last TAG staff meeting of the year or any special ceremony at the end of the year.

- J. Designated representative shall send an acknowledgment of receipt to nominator or supervisor within five (5) working days after nomination is received.
- K. The decision of the Awards Committee is final.

VII. NOMINATION PROCEDURES

- A. The supervisor, manager, or employee(s) may submit Innovative Ideas or Incentive Performance Award nomination form to the Incentive Awards Committee designated representative.
- B. Form for award recommendations may be obtained from the Military Department State Personnel Office or form in this regulation may be duplicated.
- C. The employee's immediate supervisor must approve all recommendations for incentive performance awards.
- D. All innovative idea recommendations should be submitted directly to the committee's designated representative.
- E. Only those award recommendations received by the committee by March 15, July 15, and November 15 will be considered at the next committee meeting. Awards received late for that award period will be held until the next scheduled meeting.
- F. The Awards Committee shall make the final decision regarding the award and the amount of the award within 30 days of receipt of the Committee's recommendation.
- G. The Director of Finance and Administration will consider the Committee's recommendation when submitting Innovative Ideas to the Governor's Award Panel for further consideration of an additional award up to \$20,000 or up to 20 days of administrative leave.

FOR THE GOVERNOR:



Bruce F. Tuxill  
Major General, MDANG  
The Adjutant General

Distribution:

- A
- 1 each State employee
- 1 each State employee supervisor

MILITARY DEPARTMENT STATE EMPLOYEES  
INCENTIVE AWARDS PROGRAM  
Nomination Form

Type of Award (Description on back): \_\_\_\_\_  
(Date)

Innovative Idea Award: \_\_\_\_\_

Incentive Performance Award (Choose one below): \_\_\_\_\_

- \*The Adjutant General's Award of Excellence \_\_\_\_\_
- \*Notable Employee \_\_\_\_\_
- \*Team Spirit \_\_\_\_\_ (Individual \_\_\_\_\_ Group \_\_\_\_\_)
- \*Courtesy Counts \_\_\_\_\_

Administrative Appreciation Award: \_\_\_\_\_

NAME \_\_\_\_\_ SSN \_\_\_\_\_ PHONE \_\_\_\_\_

TITLE AND LOCATION \_\_\_\_\_

AWARD RECOMMENDED BY \_\_\_\_\_

TITLE AND LOCATION \_\_\_\_\_

IMMEDIATE SUPERVISOR'S SIGNATURE \_\_\_\_\_

1. The committee must receive all nominations no later than March 15, July 15, or November 15.
2. Describe in detail the innovative idea or describe in detail why an employee should receive an incentive performance award. (Narrative should be written as it would appear on official award certificate.) (Attach 8 1/2 x 11 size paper to this form for needed detail.)

Acknowledgment of Receipt: \_\_\_\_\_ Date: \_\_\_\_\_

**For Committee Use only:**

Committee Approval: \_\_\_\_\_  
(Chairman's signature) (Date)

Type of Award recommended \_\_\_\_\_

Director of Finance and Administration's Approval \_\_\_\_\_

(For Innovative Idea Award only)

Recommend submission to the Governor's Award Panel: Yes \_\_\_\_\_ No \_\_\_\_\_

In accordance with the Committee's recommendation, nomination should be submitted to the Governor's Award Panel for Innovative Idea Award.

TAG's Approval \_\_\_\_\_

## DESCRIPTION OF AWARDS

### INNOVATIVE IDEA AWARD PROGRAM

A new or improved concept, suggestion or invention of a State employee of this agency concerning departmental operations. An innovative idea, which if implemented, would result in:

- 1) monetary savings to the State;
- 2) increased revenues to the State;
- 3) an improved quality of services delivered to the public; or
- 4) any other significant benefit to the State.

### INCENTIVE PERFORMANCE AWARDS

#### The Adjutant General's Award of Excellence

Performance far beyond customary expectations with a pattern of consistent outstanding performance for a minimum of two years. The results and achievements represent the very highest contributions made to the Department or division. The achievement exemplifies creativity, innovation, initiative and leadership, and contributes directly to exceeding major departmental goals or objectives. The achievement is the result of sustained commitment.

#### Notable Employee

A person who exemplifies a role model for other employees in a specific job category and the Department and who has made significant contributions to improve the efficiency, effectiveness and productivity in their field.

#### Team Spirit

Demonstration of an individual or group's "Personal Best" working collectively toward a common goal of a program, division, or the Department.

#### Courtesy Counts

An employee who has an exceptional attitude regardless of the mission and treats other employees and the public with consistent respect and courtesy.

#### Administrative Appreciation Award

An employee in a grade 18 or higher, who displays exceptional leadership or administrative skills and has a keen interest in the morale and welfare of all employees. His/her quality of service is apparent in the effective accomplishments of the vision and missions of the Maryland Military Department.