

	Maryland Institute for Emergency Medical Services Systems		
	Policy: <i>Incentive Performance Awards Program (IPAP)</i>		
	Originator: <i>Human Resources</i>		
	Policy Number	Effective Date	Revision Date
232.01	November 7, 2016	September 11, 2020	

Purpose: This policy provides a framework for the implementation of the Incentive Performance Awards Program and is administered in accordance with Maryland Code: State Personnel and Pensions, Section 10-204.

The Incentive Performance Awards Program (IPAP) awards are discretionary and may be awarded to employees for the purpose of recognizing and rewarding excellence in service to the state/agency; recognizing and rewarding significant achievements and contributions; and recognizing and rewarding outstanding individual and team contributions. MIEMSS will not place restrictions or conditions on an employee’s use of any cash awarded under this Plan.

The IPAP provides a tool to managers to recognize, acknowledge and reward employees for exceptional performance related to and supportive of individual, departmental, divisional and/or organizational goals and objectives.

The ability of MIEMSS to offer an Incentive Performance Award Program is dependent on MIEMSS's ability to obtain budgeted funds each year from the General Assembly.

Program Oversight: Development, governance and interpretation of the IPAP will be overseen by the Chief Administrative Officer of MIEMSS. Awards will be decided upon with input from agency senior staff including:

- Executive Director
- Deputy Director
- State Medical Director
- Chief of IT and Communications

Eligibility: Permanent and contractual employees are eligible for awards under this policy. Eligibility for cash awards under the IPAP is outlined below.

Employees are eligible for awards if, at the time of the award, they:

- Have successfully completed at least two years with the agency;
- Are on active pay status or on an approved unpaid leave; and,
- If a permanent employee, has not received an “unsatisfactory” rating on their most recent annual performance evaluation (PEP).

An employee’s receipt of an award under the IPAP does not establish any right or guarantee that the employee will be eligible for or entitled to an award in any subsequent plan year.

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Program Guidelines:

A) Incentive Award for Extraordinary Service

- 1) An incentive performance award for **extraordinary service** may be awarded for extraordinary performance in the public interest in connection with an employee's State employment.
- 2) For extraordinary service, the head of a principal unit may make the following awards to an employee or each member of a group of employees in that unit:
 - a) cash of not more than \$300;
 - b) a gift of not more than \$300 in value;
 - c) paid administrative leave of not more than 3 days; or
 - d) any combination of cash and gift of not more than \$300 in value.
- 3) An employee may only receive one incentive performance award under this subsection in any 12-month period.

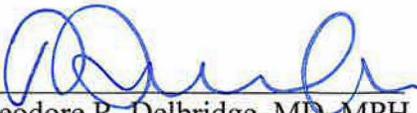
B) Incentive Award for Outstanding Service

- 1) An incentive performance award for **outstanding service** in connection with State employment over a sustained period or a special State project may be awarded for:
 - a) exceptional performance that exceeds the knowledge, skill, or ability required by the employee's position; or
 - b) exceptionally meritorious acts or services in the public interest.
- 2) For outstanding service, the head of a principal unit may make a cash award of not more than \$3,000 to an employee of that unit.
- 3) An employee may only receive one incentive performance award under this subsection in any 24-month period.

Nomination Process: Nominations shall be made in confidence by department managers and/or senior staff. To nominate an employee, the MIEMSS Incentive Award Program Nomination Form (Example found in Attachment A) needs to be completed and submitted to the Chief Administrative Officer.

Public/Private Designation: Public - This document is approved for publication and unrestricted distribution.

Policy approved by MIEMSS:

Signature: 
 Theodore R. Delbridge, MD, MPH
 Executive Director

Date: 9/15/2020

	Maryland Institute for Emergency Medical Services Systems	
	<i>Incentive Performance Awards Program (IPAP) - Attachment A</i>	
	Policy Number: 232.01	Effective Date: September 11, 2020

		MIEMSS Incentive Award Program Nomination Form		Award Category <input type="checkbox"/> Extraordinary Service <input type="checkbox"/> Outstanding Service
Nominee's Name		Position		PIN
Department		Division		Fiscal Year
Contact Phone No.	No. of Years with State Government	Nominator's Name/Title		Nominator's Phone No.
Work Unit Objectives:				
General Functions of the Position:				
Reasons for Nomination:				

Please limit to only two additional 8-1/2" x 11" sheets.

Policy: Incentive Performance Awards Program, 232.01