

INCENTIVE AWARDS PROGRAM (NON SES)

Awards Based on Rating of Record:

Cash Award

One time cash award based on performance rating

Requirement: Superior or Outstanding Performance Rating

Limitation: Agency policy is 5% of basic pay (excludes locality pay)
USDA guidance is up to 10% of basic pay
Cannot exceed one performance-based cash award in a 52 week period

Approval: Over \$5,500 to \$10,000 approved by Under Secretary
Over \$10,000 approved by OPM, through Secretary
Over \$25,000 approved by President, through OPM

Quality Step Increase

A permanent increase in basic pay of one step increase, based on performance rating

Requirement: Outstanding Performance Rating

Limitation: Cannot exceed one QSI in a 52 week period; not eligible, if already at the step 10

Caution: There are cases where the timing of the WGI would need to be considered, in order to ensure that the QSI is beneficial

Awards Based on One-Time Extra Effort:

Extra Effort Award

Lump sum cash or spot award

Requirement: Justification addressing value of contribution

Limitation: Amount is based on measurable or non-measurable contributions, scale attached.

Approval: Over \$5,500 to \$10,000 approved by Under Secretary
Over \$10,000 approved by OPM, through Secretary
Over \$25,000 approved by President, through OPM

Spot Award

Cash award, not to exceed \$500

Requirement: 25 words or less citation.

Other types of awards that can be used to reward performance or extra effort:

Time Off Award

A paid excused absence of 1-40 hours granted to an employee

Requirement: Must be used within 26 pay periods of effective date

Limitation: Not to exceed 80 hours a leave year.

Scale attached

Non-monetary Awards

Can be either honorary awards or informal recognition awards

Requirement: Must take an appropriate form to be used in the public sector and be purchased with public funds.

Limitation: Cannot exceed \$250 per item

Measurable Benefits Scale

MEASURABLE BENEFITS SCALE	
<i>Benefit</i>	<i>Award</i>
<i>Up to \$10,000</i>	<i>10 percent of the benefits</i>
<i>\$10,001-\$100,000</i>	<i>\$1,000 for the first \$10,000 in benefits, plus 3 percent of benefits over \$10,000</i>
<i>\$100,001 or more</i>	<i>\$3,700 for the first \$100,000 in benefits plus .005 of benefits over \$100,000. * Award amount should not exceed recipient's annual salary.</i>

Nonmeasurable Benefits Scale

NONMEASURABLE BENEFITS SCALE			
Value of Benefits	Application		
	Limited:	Broad:	General:
	Impacts the public interest, or a specific small work unit to as large as a division or region.	Impacts the public interest, or several regional areas or an entire agency.	Impacts the public interest, or more than one agency, or the entire Department.
Small/Moderate	\$50-\$325	\$325-\$650	\$650-\$1300
Moderate/Substantial	\$325-\$650	\$650-\$1300	\$1300-\$3150
Substantial/Extended	\$1000-\$2500	\$2500-\$5500	\$5500-\$10,000

TIME OFF AWARDS SCALE	
VALUE OF THE EMPLOYEE'S CONTRIBUTION	HOURS TO BE AWARDED
SMALL/MODERATE - Contributions that helped to ease a backlog or completing a special project that benefited primarily the employee's home office.	1 - 10 Hours
MODERATE/SUBSTANTIAL - Contributions that helped an entire division, region, or other large geographic area.	11 - 40 Hours