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### **2.21.6701 SHORT TITLE**

(1) This sub-chapter may be cited as the incentive award program.

History: Sec. [2-18-1103](#) MCA; [IMP](#), [2-18-1103](#) MCA; [NEW](#), 1982 MAR p. 470, Eff. 3/12/82; [AMD](#), 1994 MAR p. 2511, Eff. 9/9/94.

### **2.21.6702 DEFINITIONS**

(1) The definitions provided in [2-18-1101](#), MCA, apply to this subchapter.

History: [2-18-1103](#), MCA; [IMP](#), [2-18-1101](#), [2-18-1102](#), [2-18-1103](#), [2-18-1105](#), [2-18-1106](#), MCA; [NEW](#), 1982 MAR p. 470, Eff. 3/12/82; [AMD](#), 1986 MAR p. 31, Eff. 1/17/86; [AMD](#), 1994 MAR p. 2511, Eff. 9/9/94; [AMD](#), 2010 MAR p. 1072, Eff. 4/30/10.

### **2.21.6703 POLICY AND OBJECTIVES**

(1) The policy of the state of Montana is:

(a) an incentive award program exists recognizing and monetarily rewarding individual employees, groups or teams of employees, and nonemployees for:

(i) ideas, innovations, or prototypes that significantly contribute to documented achievements or outcomes eliminating or reducing an agency's expenditures; or

(ii) improving the effectiveness or services of state government by permitting more work to be accomplished within an agency without increasing the cost of governmental operations.

(b) agency managers shall administer the incentive program in a fair and equitable manner and make reasonable accommodation for persons with disabilities who wish to participate in the incentive award program; and

(c) all documents and meetings related to this program's administration are public.

(2) The policy's objective is to:

(a) establish minimum standards for the administration of the incentive award program; and

(b) delegate to agency heads the authority to adopt an internal agency policy for the implementation of the program, if the agency head chooses to adopt a policy.

History: [2-18-1103](#), MCA; [IMP](#), [2-18-1101](#), [2-18-1102](#), [2-18-1103](#), [2-18-1105](#), [2-18-1106](#), MCA; [NEW](#), 1982 MAR p. 470, Eff. 3/12/82; [AMD](#), 1986 MAR p. 31, Eff. 1/17/86; [AMD](#), 1994 MAR p. 2511, Eff. 9/9/94; [AMD](#), 2010 MAR p. 1072, Eff. 4/30/10.

### **2.21.6708 PROGRAM ADMINISTRATION**

(1) An agency head makes the final decision to grant an incentive award. Any and all disputes concerning an incentive award will be resolved by the agency head.

(2) An agency head may adopt an internal agency policy consistent with this subchapter to implement and administer the incentive award program. The policy may include, but is not limited to:

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(a) criteria and methods used to evaluate and prioritize the usefulness or monetary value of documented outcomes or achievements;

(b) a contact point for employees and nonemployees to submit nominations for awards and a means to track nominations, ideas or suggestions; and

(c) any other matters the agency head believes are necessary to administer the program.

(3) To assist agencies in making incentive awards, as provided in [2-18-1103](#), MCA, the Department of Administration shall develop the following materials, including, but not limited to:

(a) a model agency policy, forms, and notification letters, which an agency head may implement or modify; and

(b) a guide to assist an agency head in evaluating the impact of outcomes and achievements or nominations and in determining a monetary value.

History: [2-18-1103](#), MCA; [IMP](#), [2-18-1103](#), MCA; [NEW](#), 1986 MAR p. 31, Eff. 1/17/86; [AMD](#), 1994 MAR p. 2511, Eff. 9/9/94; [AMD](#), 2010 MAR p. 1072, Eff. 4/30/10.

### **2.21.6709 REPORTING REQUIREMENTS**

(1) Each agency shall submit to the Department of Administration a list including:

(a) the number of incentive awards granted;

(b) to whom each award was granted;

(c) the estimated value of each achievement or outcome; and

(d) the amount of each award.

(2) The information must be submitted in a format prescribed by the department by August 1 of each year.

History: [2-18-1103](#), MCA; [IMP](#), [2-18-1106](#), MCA; [NEW](#), 1994 MAR p. 2511, Eff. 9/9/94; [AMD](#), 2010 MAR p. 1072, Eff. 4/30/10.