

Human Resources

Procedures for Employees Requesting Incentive Pays

- When an employee is eligible to receive incentive pay the employee must submit a request in writing through their chain of command, ultimately, to the department director for review and approval.
- All backup documentation from the employee must be attached to memo requesting incentive pay.
- Once the department director approves the request for incentive pay all documentation should be sent to Human Resources for verification and processing.
- The effective date of incentive pay shall be the pay period following the date of submission to Human Resources.
- If a test is required and the employee passes the test, the effective date of the incentive pay shall be the pay period following the date the employee passes the exam.