

<b>OUTFITTERS &amp; GUIDES LICENSING BOARD</b>  <b>POLICY MANUAL</b>	<b>POLICY NUMBER:</b> 1002	<b>PAGE NUMBER:</b> 1 of 4
	<b>SUBJECT:</b> Compensation Policy	Drafted: Adopted: 10-04-02 Revised: Reformatted: 10/26/15

**Direction:**

IOGLB'S compensation policy is to be current with State Compensation Policy. Compensation will be based on available funding.

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1. **Permanent Merit Increases** - A permanent merit increase is a raise in an employee's base pay rate. To qualify for permanent merit pay increases, an employee's service must be meritorious. This must be documented in a performance evaluation rated "Achieves Performance Standards" or better and completed within the twelve (12) months prior to the effective date of the increase.
2. **Temporary Merit Increases** - A temporary merit increase is a short-term, non-permanent increase to an employee's base pay. The Executive Director may grant a temporary merit increase to recognize and compensate an employee for short-term work assignments, specific accomplishments, or extraordinary performance over and above expected performance levels.

Parameters. The following conditions apply to all temporary merit increases:

- Employees receiving a temporary merit must acknowledge in writing that the increase is temporary and their salary will be returned to the previous rate of pay at the completion of the temporary merit increase period.
- A temporary salary increase is generally no more than six (6) months or thirteen (13) pay periods in duration.
- Temporary merit increases cannot be made retroactively

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- Accumulated leave payoff (unused vacation, comp-time, etc.) and sick leave conversion to insurance at retirement while receiving a temporary merit increase is calculated at the permanent rate.

Effect of Separation. Employees who terminate employment while a temporary merit increase is in effect will be paid at the temporary rate through their last day of work.

- 3. Performance Bonuses** - A performance bonus is a one-time lump sum payment to an employee to recognize exemplary service.

Eligibility. To qualify for performance bonuses, the following criteria must be met:

- The employee's service must be exemplary;
- The employee must have a performance evaluation rated "Achieves Performance Standards" or better and completed within the past twelve (12) months; and
- IOGLB will document, in writing, justification for the performance bonus and retain said justification in the employee's personnel file.

Approval Authority. The Executive Director may approve performance bonuses within the following parameters:

- The Executive Director may authorize up to 20% of employees (based on FTP authority) a performance bonus. Any bonuses to employees beyond 20% require prior approval from the Division of Financial Management and Division of Human Resources; and
- The Executive Director may authorize none, one, or multiple performance bonuses to the same employee during the course of a fiscal year. However, regardless of the number of performance bonuses granted, the maximum total amount any one employee may receive is two thousand dollars (\$2,000) per fiscal year, unless approved by the Board of Examiners.

Exclusions. Other types of bonuses, such as Bonuses for Employee Suggestion Program, Retention Awards, and Recruitment Awards are not considered performance bonuses.

- 4. Bonuses for Employee Suggestion Program** - The Executive Director may award the employee(s) who submit ideas, products, etc. that have significant cost savings to the State with a bonus of up to 25% of the cost savings not to exceed \$2,000, unless approved by the Board of Examiners.
- 5. Retention Award Pay** - Retention awards are lump sum bonuses paid in order to retain highly qualified employees.

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Eligibility. To be considered eligible for a Retention Bonus, an employee must have successfully completed at least six (6) months of employment with the IOGLB.

Approval Authority. The Executive Director may approve retention awards within the following parameters:

- Retention awards are limited to one per employee per fiscal year;
- The maximum amount of any retention award is \$5,000. DFM approval is required prior to granting retention awards in excess of \$5,000.

Supplemental Requirements. All retention awards require the following documentation:

- IOGLB will document, in writing, justification for the retention award. Such documentation must be provided to DFM for review, prior to granting the award, and maintained in the employee's personnel file.
- Employees receiving a retention award must sign a Memorandum of Agreement outlining the terms of the agreement.

- 6. Recruitment Award Pay** - To effectively recruit qualified employees, particularly to positions designated as critical, it may be necessary to offer additional recruitment compensation. Such compensation is paid in the form of a one-time lump sum bonus after six months of satisfactory performance as follows.

Qualifying Criteria. The following criteria must be met for a recruitment bonus to be paid:

- Details of the recruitment bonus must be negotiated with and agreed upon with the job applicant prior to that individual beginning work; and
- The job applicant must sign a Recruitment Bonus Memorandum of Agreement prior to their first day of work; and
- The applicant/new hire must be a new appointment to the State (transfers, demotions, promotions, reinstatements, and rehires are ineligible).

- 7. State Minimum Wage** – IOGLB will adhere to all state and federal wage laws.

- 8. Holiday Compensation** - All employees who are deemed eligible for benefits are entitled to ten paid holidays as follows:

- Holiday Eligibility While on Leave. An employee must receive some paid leave, wages or salary for the pay period in which the holiday occurs to receive the holiday benefit.

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- Holiday Eligibility While on FMLA Leave Without Pay. To avoid inequities with regards to FMLA (Family Medical Leave Act) during holiday weeks, if an employee is recording all hours for the week as FMLA 'Leave Without Pay', no hours shall be coded on the holiday. Therefore, the holiday will not be counted toward the 12 weeks of family medical leave.

### **9. Shift Differential**

Shift Differential is additional compensation which is paid to employees (including temporary or part-time employees) who work specific, designated hours. Should IOGLB do this, it will utilize the non agency-specific statewide shift differential policy as detailed by the Idaho Division of Human Resources.

**10. Geographic Differential** - Typically, IOGLG does not have need to compensate employees (including temporary or part-time employees) who are assigned to a position in geographical areas where the IOGLB finds recruitment and retention particularly difficult. However, should this become the case, it will recruit employees within the applicable pay grade's range, in consultation with the Idaho Division of Human Resources.