

## **Human Relations**

### **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 Relations for verification and processing.
- The effective date of incentive pay shall be the pay period following the date of submission to Human Relations.
- 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.

Human Relations - Monday, October 07, 2019