

GREEN BOOK: ARTICLE 40. EMPLOYEE INCENTIVES & RECOGNITION

Section 1. Education

Managers will receive information and upon request training in the use of the Employee Recognition Program. The training will be made available upon request and will include changes in the awards/recognition system and the different options available.

Employees who are involved at the local level in award's committees will be provided information and when appropriate, training in the recognition system.

Section 2. Types of Awards

The types of awards available are:

- A. Performance Bonus
- B. Quality Step Increase*
- C. Time Off Award
- D. Spot Award
- E. Suggestion
- F. Extra Effort, and
- G. Keepsake

* QSIs are not precluded by the pass/fail performance system.

Section 3. Design of Program

- A. The Parties will promote participation on all levels in the application of the Agency Incentive Awards program and local programs. The Parties are encouraged to develop and evaluate incentive award programs.
- B. Items for consideration in the design of local incentive awards program are:
 - 1. Establishing parameters which allow employees to choose which type of award/recognition they would like to receive;
 - 2. Establishing the goals of the work unit and/or teams upon which awards will be based;

3. Establishing a recognition committee that will establish criteria for recognition of peers and customers within the work unit.

Section 4. Evaluation of Program

The Parties will on an annual basis monitor and evaluate the Agency recognition program. Evaluation of the program may be initiated by either Party. The instrument used for the evaluation will be the reports generated from NFC data and distributed to the Union President through the EEO Report as noted in Article 21 Civil Rights. Additional information may be requested under the provisions of 5 U.S.C. 7114(b) (4).

Section 5. Suggestions

- A. Employees are encouraged to be innovative and creative. At his/her option, the employee making the suggestion may furnish a copy to the Union representative who may submit recommendations concerning the suggestion to the appropriate level of management. The responsible official or coordinator for suggestions at the approving level will acknowledge receipt of the suggestion in addition to the final decision on all suggestions. If the employee does not receive a response within 30 days from the manager to whom the suggestion was submitted, he/she may elevate the suggestion to the next level of management with a copy to the manager to whom the suggestion was previously submitted.
- B. Recognition should be given to those employees whose suggestions are implemented. The evaluation of the contribution will be measured by tangible or intangible benefits.

Section 6. Publicizing Recognition

- A. Unless there is an existing local agreement which provides more than required below, the following will control:
- B. Upon local Union request, the Employer will provide an annual listing of bargaining unit employee awards. This list will contain the names of the employees, the amount of the award given, the reason for the award and the submitting individual. Notwithstanding any local Union requests, these lists will also be provided annually to the respective Union Regional Vice-President.

Section 7. Rights

Nothing in this Agreement will be construed as a waiver of the Union's rights to negotiate impact and implementation and applicable substance of changes to the award system consistent with law and Governmentwide rules and regulations.