

Utah State Office of Rehabilitation (USOR) Response Regarding Incentive Award Information

November 2015

Staff in the Office of the Legislative Fiscal Analyst reviewed FY 2015 incentive awards, service awards, and special bonus pay at USOR (\$320,200 in total) and asked USOR to explain seeming anomalies. USOR responded as follows:

“USOR follows the Official Policies and Procedures of the Utah State Office of Education and the Utah State Office of Rehabilitation for incentive awards. This policy was written in cooperation with the Department of Human Resource Management Rules and Regulations, R477-6-5. USOR follows the Utah State Office of Education Human Resource Policies and Procedures for employee service awards. In addition, the Disability Determination Services division of USOR also follows the DDS Incentive Pay Plan Policies as allowed/approved and funded by the Social Security Administration. USOR follows the DHRM Total Compensation Bulletin in providing Special Bonus Pay - in instances where eligible employees who are at the maximum of the salary ranges, above the maximum or in longevity will receive a one-time bonus equivalent to the calculation of a 1% yearly salary increase. Copies of each of these policies are attached.

Of the total incentive awards, service awards, and special bonus pay at USOR, 15.3% was spent with Education funds, 81.23% with federal funds, and 3.46% with dedicated credits.

While some employees received over \$8,000 in combination of these types of pay, no employee received greater than the \$8,000 allowable limit for incentive awards. Per discussion with our HR Director the service awards and special bonus pay are independent of the incentive awards and the corresponding limit for incentive awards.”