

Fiscal Years 2013 - 2014

# Employee Incentive Award Program Report

FOR MONTANA STATE GOVERNMENT

State Human Resources Division  
Department of Administration

## Table of Contents

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Program Background.....	1
Overview.....	2
Summary for Fiscal Year 2013.....	2
Summary for Fiscal Year 2014.....	2
Report for Fiscal Year 2013.....	3
Report for Fiscal Year 2014.....	5
References.....	7
Incentive Award Program Policy (ARM 2.21.6701 through 2.21.6718).....	7

## Program Background

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This report is the 2013 and 2014 review of the Incentive Award Program.<sup>1</sup> It contains a list of incentive awards agencies granted during fiscal years 2013 and 2014 with the corresponding savings to the state or improvements in the effectiveness of state government.

The Incentive Award Program recognizes and rewards individuals and teams of state employees as well as non-employees for innovations significantly contributing to efficiency in state government, the economy, or other improvements in state government. Agencies may present incentive awards in the form of money, paid leave or other forms of non-monetary recognition.

The program is a result of legislation enacted in 1993.<sup>2</sup> Each agency administers its own incentive award program. An agency head may choose to grant incentive awards and determine their monetary value. The general public may also submit ideas to improve government operations and become eligible to receive an incentive award.

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<sup>1</sup> § 2-18-1103, MCA

<sup>2</sup> §2-18-1101, et seq., MCA

## Overview

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The Department of Revenue and the Office of the Commissioner of Political Practices were the only agencies that presented awards under the Incentive Award Program. One team award and four individual awards were presented to a total of six recipients. Cash awards totaled \$2,050. Employee innovations contributed to increased operational efficiencies, improved customer service, and project cost savings. Detailed information regarding innovations, award amounts and savings follow.

## Summary for Fiscal Year 2013

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The Department of Revenue presented three incentive program awards, two individual awards and one team award. Four employees received a total of \$750 for their suggestions that improved customer service to taxpayers and improved efficiency of operations. Table one provides a summary of award totals and Table two provides individual descriptions of the incentive awards.

## Summary for Fiscal Year 2014

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The Office of the Commissioner of Political Practices presented one incentive program award to one individual. The employee received \$1,000 for helping the agency realize an actual project savings of \$68,352. The Department of Revenue presented one incentive program award to one individual. That employee received \$300 for a suggestion that improved customer service and processing efficiency. Table three provides a summary of award totals and Table four provides individual descriptions of the incentive awards.

## Report for Fiscal Year 2013

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**TABLE ONE**  
Summary of Employee Incentive Program Awards

<b>Agency</b>	<b>Recipients</b>	<b>Award Totals</b>	<b>Actual Savings</b>	<b>Projected Savings</b>
Revenue	4	\$750	N/A	N/A

**TABLE TWO**  
Descriptions of Employee Incentive Program Awards by Agency

### DEPARTMENT OF REVENUE

**Recipient:** Judith Hemphill

**Division or Work Unit:** Property Assessment Division - Region 1B

**Date award presented:** December 10, 2012

**Award Amount:** \$300

**Description of how the idea eliminated or reduced agency expenditures or improved effectiveness of state government or improved agency services without increasing costs:**

The employee made suggestions regarding the Property Tax Assistance Forms (PTAP) that improved efficiency. These modifications allowed for taxpayers to more easily complete the forms and lowered the number of information request letters sent to taxpayers, thus reducing paper and postage expenditures.

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**Recipient:** Rian Miller  
**Division or Work Unit:** Information Management  
**Date award presented:** April 2013  
**Award Amount:** \$150

**Description of how the idea eliminated or reduced agency expenditures or improved effectiveness of state government or improved agency services without increasing costs:**

The employee suggested eliminating desk phones for Department of Revenue employees who also had a work cell phone. Agency savings could be achieved by removing the desk telephone and “porting” the phone number to an employee’s work cell phone.

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**Recipients:** Brandy Hilton and Mark Olson  
**Division or Work Unit:** Property Assessment Division - Region 4E  
**Date award presented:** December 10, 2012  
**Award Amount:** \$150 each, \$300 total

**Description of how the idea eliminated or reduced agency expenditures or improved effectiveness of state government or improved agency services without increasing costs:**

The employees suggested implementing a consistent statewide method of recording farm machinery valuation. This new method allowed for better uniformity in valuation while saving time and resources each year.

## Report for Fiscal Year 2014

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**TABLE THREE**  
Summary of Employee Incentive Program Awards

<b>Agency</b>	<b>Recipients</b>	<b>Award Totals</b>	<b>Actual Savings</b>	<b>Projected Savings</b>
Office of the Commissioner of Political Practices	1	\$1000	\$68,352	N/A
Revenue	1	\$300	N/A	N/A

**TABLE FOUR**  
Descriptions of Employee Incentive Program Awards by Agency

### OFFICE OF THE COMMISSIONER OF POLITICAL PRACTICES

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**Recipient:** Kymberly Trujillo

**Division or Work Unit:** Office of the Commissioner of Political Practices

**Date award presented:** July 20<sup>th</sup>, 2014

**Award Amount:** \$1000

**Description of how the idea eliminated or reduced agency expenditures or improved effectiveness of state government or improved agency services without increasing costs:**

The employee significantly contributed to the agency's achievement of completing an online filing system project on time and within budget. The agency realized an actual project savings of \$68,352 due to the employee's participation as project manager.

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**DEPARTMENT OF REVENUE**

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**Recipient:** Katie Mangold

**Division or Work Unit:** Citizens Services/Information Management

**Date award presented:** June 6, 2014

**Award Amount:** \$300

**Description of how the idea eliminated or reduced agency expenditures or improved effectiveness of state government or improved agency services without increasing costs:**

The employee made suggestions to improve an online taxpayer form that increased efficiency. These modifications allowed for taxpayers to more easily complete the online form and improved form processing.

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## References

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Incentive Award Program Policy (ARM 2.21.6701 through 2.21.6718)

To view the policy online, see

<https://montana.policytech.com/docview/?docid=307&public=true>.

Alternative formats may be obtained through the State Human Resources Division, Department of Administration, 125 N. Roberts St., PO Box 200127, Helena, MT 59620-0127. Telephone 406-444-3871. Those using a TTY may call the Montana Relay Service at 711.

This report is available electronically at <http://hr.mt.gov/content/newdocs/reports/employeeincentiveawardprogram> on the Montana state web page. No printing or distribution costs were incurred.