



ADMINISTRATIVE RULES OF MONTANA



2.21.6708 PROGRAM ADMINISTRATION

- (1) An agency head makes the final decision to grant an incentive award. Any and all disputes concerning an incentive award will be resolved by the agency head.
- (2) An agency head may adopt an internal agency policy consistent with this subchapter to implement and administer the incentive award program. The policy may include, but is not limited to:
 - (a) criteria and methods used to evaluate and prioritize the usefulness or monetary value of documented outcomes or achievements;
 - (b) a contact point for employees and nonemployees to submit nominations for awards and a means to track nominations, ideas or suggestions; and
 - (c) any other matters the agency head believes are necessary to administer the program.
- (3) To assist agencies in making incentive awards, as provided in 2-18-1103, MCA, the Department of Administration shall develop the following materials, including, but not limited to:
 - (a) a model agency policy, forms, and notification letters, which an agency head may implement or modify; and
 - (b) a guide to assist an agency head in evaluating the impact of outcomes and achievements or nominations and in determining a monetary value.

Authorizing statute(s): 2-18-1103, MCA

Implementing statute(s): 2-18-1103, MCA

History: NEW, 1986 MAR p. 31, Eff. 1/17/86; AMD, 1994 MAR p. 2511, Eff. 9/9/94; AMD, 2010 MAR p. 1072, Eff. 4/30/10.