



JOB AIDS AND RESOURCES Exceptional Performance and Gainsharing – Implementation Guidelines

Implementation requirements for use of the Exceptional Performance and Gainsharing Program are:

- General fund agencies must receive approval from the Joint Legislative Committee on the Budget. General fund agencies must use incentive proposal forms located on the House Fiscal Division website [here](#).
- Non-general fund agencies must receive approval from an appropriate authority. Non-general fund agencies should contact State Civil Service for information on submitting their incentive proposals.
- The State Civil Service Commission must approve all supplemental compensation award plans prior to monies being distributed to employees.
- Agencies shall submit an annual report to SCS by July 31 detailing payments made to employees under this policy.

For additional information, contact the Compensation Division at State Civil Service at (225) 342-8083.