

### **POLICY STANDARDS**

Requirements for use of Exceptional Performance and Gainsharing Program under Civil Service Rule 6.16.3 include the following:

- 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 must submit an annual report to SCS by July 31 detailing payments made to employees under this policy.