

OPM 98-3

TO: All Appointing Authorities

DATE: 1-12-98

FROM: Oscar B. Jackson, Jr.
Administrator and Cabinet Secretary for Human Resources

RE: **PROMOTION OF INCENTIVE AWARDS FOR STATE EMPLOYEES**

Enclosed is a new pamphlet about incentives for state employees who find ways to improve the efficiency, productivity or morale in state government.

The Incentive Awards for State Employees Act of 1984 created the Productivity Enhancement Program (PEP) to encourage state employees to help improve the efficiency and effectiveness of government. PEP recognizes and rewards ideas, programs and projects that result in increased productivity, cost curtailment or improved safety, efficiency or morale.

Non-cash awards consist of certificates of commendation and lapel pins. Individual cash awards amount to at least 25% of the first-year true dollar savings, up to a maximum of \$5,000. An entire agency, unit, work group, commission or office that reduces its cost of operations or increases its level of services is eligible for the Unit Incentive Award, which may total 25% of first-year savings with no maximum limit.

To date, PEP has approved more than 200 state employees for non-cash and cash awards amounting to more than \$136,000, including nine awards to individuals in the maximum amount of \$5,000 each. Winners of the PEP awards have saved the state about \$2 million.

To help promote this worthwhile program, we are providing agencies with supplies of a new, attractive PEP pamphlet to distribute to employees. We encourage you to share this information with employees and to participate in PEP.

To order additional copies of the pamphlet or for more information about PEP, contact Joe Davenport, PEP Coordinator, Office of Personnel Management (405) 521-6305.

Enclosure