

HILLSBOROUGH COUNTY AVIATION AUTHORITY POLICY

600: HUMAN RESOURCES

Effective: 06/06/02

BENEFITS

Revised: 03/04/04

P643: Incentive Programs

09/01/05

05/03/12

11/06/14

06/07/18

09/03/26

PURPOSE: ~~To provide all employees with recognition for their years of service with the Authority, and provide financial incentives for improved and continuous success to the Authority.~~ To provide financial incentive programs for employees that reward employee innovation, employee longevity, overall organizational performance, and continuous years of service.

LEGAL CONSIDERATION: ~~Section 6(2)(e) of the Hillsborough County Aviation Authority Act conveys power to the Authority to provide benefits for personnel.~~

POLICY:

Ideas Take Flight Recognition Program

The Authority may provide compensation-based recognition to employees and/or teams who deliver measurable contributions beyond normal job expectations while demonstrating the Authority's core values, Vision, Excellence, Community, Teamwork, and Hospitality, as outlined in Standard Procedure S643.04, Ideas Take Flight Recognition Program. The compensation will not exceed the stated line item in the annual Human Resources budget.

Employee Service Award

The Authority may provide years-of-service-based recognition for employees' longevity with the Authority ~~by through~~ the presentation of service awards. Employees are provided with gift cards in increasing \$50 increments for every five years of service completed, as outlined in Standard Procedure S643.01, Employee Service Award. The Chief Executive Officer may approve non-monetary forms of recognition such as service award pins.

~~Employees who suggest viable improvements in the operation of the Authority will be eligible for cash awards of \$50 for adopted suggestions. In addition, the maximum payout for the Take Flight recognition award per employee will be \$1,500 per fiscal year.~~

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Employee Incentive Program (EIP)

Employee incentives may be provided for the achievement of quantifiable benchmarks as outlined in Standard Procedure S643.03, Employee Incentive Program. The EIP performance award for each fiscal year will be determined by the Chief Executive Officer and will not exceed 15% of an employee's base salary.

Years of Service Recognition

The Authority may provide compensation-based recognition to employees for continuous years of service. Employees with five or more years of continuous service are eligible as outlined in Standard Procedure S611.11, Years of Service Recognition. These amounts are included as a line item in the annual budget under Salaries and Wages.

The Chief Executive Officer's individual incentive award under this Policy will be determined by the Board of Directors.