



PURPOSE

In order to encourage optimal performance, the Center may offer incentives to employees. Depending on the type of incentive offered, an incentive may be approved across the board to all employees, directed to certain departments or directed to certain positions based on qualifying criteria.

Incentive pay is a way to reward employees for going above and beyond in assigned job requirements, measured consistently and quantifiably, such as exceeding established targets in billable delivered hours of service that meet corporate compliance and billing guidelines, or exceeding in job duties that serve to maximize agency revenue.

OVERVIEW

Program Directors will establish criteria for both minimum job performance targets and the target to qualify for incentive pay. Incentive pay will be provided for those who EXCEED the minimum performance targets unless specifically waived by Center leadership for a defined purpose and timeframe.



INCENTIVE PAY PROGRAM

ELIGIBILITY

Employees eligible for incentive pay are those who have met the established published criteria for the program they are assigned to.

- ✓ Employees must be employed with the Center on the day the incentive is awarded.
- ✗ Temporary and PRN employees, regardless of the number of hours worked, are not eligible for incentive pay.

OTHER CONSIDERATIONS

Incentive pay is not guaranteed and is dependent on the financial status of the agency and availability of program funds. Incentive pay is taxable income to the employee and must be added to the employee's compensation (in the year in which it is paid.)

CONTACT US



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PAY AMOUNT

Incentive pay will be awarded monthly and paid in your second check of the month after the qualifying month. The amount will be determined by the Program Director and approved by the Executive Director and be based on available funds.

