
POLICY AND PROCEDURES

OFFICE OF MANAGEMENT

CDER Incentive Awards Program (Cash and Time-off)

Table of Contents

PURPOSE.....1

BACKGROUND1

POLICY.....1

RESPONSIBILITIES2

PROCEDURES3

REFERENCES.....4

EFFECTIVE DATE.....4

CHANGE CONTROL TABLE.....5

PURPOSE

This MAPP establishes the process for the Incentive Awards Program in the Center for Drug Evaluation and Research (CDER). Cash and time-off awards fall under the category of incentives. An incentive award recognizes employee accomplishments within or outside of normal job responsibilities resulting in tangible or intangible benefits to CDER.

This guidance does not apply to Commissioned Corps Officers. Also, volunteers, contract employees, and members of military services may not receive time-off awards.

BACKGROUND

This MAPP synthesizes and replaces MAPP 4651.1 (Rewards and Recognition Program - Cash Awards) and MAPP 4651.2 (Time-off Incentive Award).

POLICY

Incentive awards are granted when a manager would like to incentivize a civilian employee in recognition of a superior accomplishment or other professional effort that contributes to the efficiency, economy, or other improvement of the agency operations.

Cash awards and time-off awards may be granted to individuals and groups of employees. Time-off awards may be granted to employees as an excused absence without loss of pay or charge to leave.

Each recipient of a group time-off award is subject to the individual requirements of eligibility. Receipt of an incentive award does not preclude recognizing the achievement with an honor award.

RESPONSIBILITIES

Nominating Officials:

- Peers and supervisors may nominate employees or groups for incentive awards. Employees may nominate themselves for incentive awards. Nominations may come from a supervisory official other than the nominated employee's immediate supervisor provided that the immediate supervisor concurs with the nomination and it is forwarded to the employee's approving official.
- The nominator completes Form 3450, Reward and Recognition Program Nomination, describing the contribution being recognized. The narrative justification should include information on the individual or group; type of incentive (cash or time-off award); description of the accomplishment; and the impact that warrants recognition.

Approving Officials:

- All bargaining unit employee's award forms should be sent to NTEU for concurrence.
- Upon receipt of the form from the nominating official, the approving official signs and dates the form. All cash award nominations are submitted to the Division of Budget Execution and Resource Management for budget purposes prior to them being sent to the CDER Incentive Awards Officer (IAO), Division of Management Services, Office of Management for technical review and CDER reporting purposes.

CDER Incentive Awards Officer:

- Reviews the nomination for completeness and accuracy, signs and dates the form, and then enters the information into the Enterprise Human Resources and Payroll for processing.
- Maintains an awards database for each office in CDER.
- Keeps accurate records (on a fiscal year basis) for inclusion in the annual report prepared by the Office of Human Resources and Management Services.

Employee:

- Allows at least two pay periods for the incentive award to appear on their Leave and Earnings Statement (LES).
- Once the incentive award appears on the LES, gives their timekeeper a copy of the LES and SF-50 showing the employee's entitlement to the incentive award.

Timekeeper:

- Enters the information from the LES into ITAS and records it on the Administrative Time and Attendance Leave Record (HHS-564).
 - To access Form 3450 and the instructions for nominations, search inside FDA/CDER Administrative Toolbox/CDER Awards.
-

PROCEDURES

CDER supervisors and managers determine when incentive awards are appropriate. Incentive awards must be reviewed and approved by an official who is at least one level above the recommending official. First-line supervisors may approve time-off awards up to 1 workday without further review or approval. All other time-off awards must be approved by a higher level official.

Cash Awards:

- Cash awards are based on one-time employee contributions to their immediate office, CDER, and/or FDA.
- Cash awards can be approved up to \$2,500 for individuals and \$5,000 for groups.
- The minimum cash award for CDER is \$250 and in increments of \$25.

Time-off Awards:

- Full-time employees may not be granted more than 80 hours per leave year with a maximum of 40 hours for a single contribution for time-off awards.
- Part-time employees or employees with an uncommon tour of duty may not be granted more than the average number of hours of work in the employee's biweekly scheduled tour of duty for time-off awards.
- The maximum time-off award for a single contribution is one-half of the maximum allowed time for the leave year.
- When an employee transfers to another government agency (outside of DHHS), it is up to the discretion of the gaining agency whether to honor a time-off award of a transferred employee.
- Time-off awards may not be donated to the Voluntary Leave Transfer Program.
- If a time-off award is not used before an employee's separation from Federal service, it is cancelled at the time of separation.
- A time-off award cannot be converted to cash payment under any circumstances.
- Time-off awards have no expiration date.

Examples of employee achievement that might be considered for an incentive award include:

- Citizenship: Contributing to the well-being of the community (non-monetary recognition only.)

-
- Contribution to the Public Health Mission: Performing in a way that contributes to protecting and promoting the health of the American people.
 - Customer Service: Providing quality service to internal and external customers.
 - Leadership: Influencing/guiding others toward achieving organizational goals.
 - Problem Solving/Creativity: Achieving results with new approaches, novel methods, or resolving issues.
 - Quality Performance: Performing consistently and/or exceptionally for the benefit of the organization.
 - Risk Taking/Innovation: Working to improve current practices or trying new approaches or solutions.
 - Special Accomplishment: Performing with exemplary efforts outside normal job responsibilities.
 - Teamwork/Collegiality: Advancing team goals toward FDA/CDER mission. Supporting team and individual members. Supporting other organizational units.
 - Other: Contributing to organizational goals in a manner not listed.

To encourage timely recognition of employees' achievements, the Director, Office of Management, delegates the authority to approve nominations for incentives to CDER office directors. CDER office directors are encouraged to delegate approval authority as low as second level supervisors. The determination to grant the incentive award will be reviewed and approved by an official who is at a higher level than the official who made the initial nomination.

REFERENCES

1. FDA-NTEU Consolidated Collective Bargaining Agreement, Article 27, October 1, 2010
2. FDA Instruction 451-1, FDA Reward and Recognition Program Policy and Appendices, October 14, 2005
3. FDA Staff Manual Guide 1431.11, Authority To Approve Awards, November 12, 2004
4. The Federal Employees Pay Comparability Act of 1990 (FEPCA), Public Law 101-509, provides Federal agencies authority to grant employees time off from duty as an incentive award.

EFFECTIVE DATE

This MAPP is effective upon date of publication.

CHANGE CONTROL TABLE

Effective Date	Revision Number	Revisions