**MV Incentives for Staff**

Below are the different types of incentives that are being offered to staff. They are broken down by employment status and program. Please note that 100% of eligibility requirements must be met to receive the incentives being offered, depending on your employment status.

**Conditions for Administrative Leave can be found on Page 2**

**Temporary Staff (line clerks/processing clerks hired on or after 01/16/18 excluding greeter/clerical staff):**

* $2000.00 incentive for completing 38 weeks of satisfactory attendance and job performance.
	+ $500.00 after completion of first 12 weeks.
	+ $500.00 after completion of second 12 weeks (week 24).
	+ $1000.00 after completion of 38 weeks (final check).
* Employees hired between 06/01/2018 and 06/31/2018 will receive a $500.00 after completion of first 12 weeks. This incentive will not be available for employees hired on or after 07/01/2018.
* Employee must sign the Clerk and Recorder’s Office – Motor Vehicle Division Incentive Agreement

**Permanent Non-supervisors FTE/RP2/Service Center Staff:**

* During June, July, and August employees are strongly encouraged not take any time off, aside from previously approved vacation leave.
* For each month that the employee achieves this goal they will be given 8 hours of administrative leave.

**MV Branch Manager and Lead Staff:**

* During June, July, and August each manager and lead is responsible for the performance within their office and the wait times of the public.
	+ For each number of weeks that the lead and manager are successful at attaining the goal of keeping their wait times at or below where they were last year, they are eligible to receive the charted leave on page 2

**Accounting Staff/Manager:**

* During June, July and August, each Accounting Staff member and manager is responsible for the daily balancing performance as follows:
	+ June, no more than 2 days out
	+ July, no more than 1 day out; and
	+ August, no more than 2 days out
* For each number of weeks that the lead/supervisors are successful at meeting the above goals, they will receive the charted administrative leave allotment.
* If the Accounting member is to take any type of leave that was not previously approved they will forfeit 8 hours of administrative leave for each occurrence.

**MV Incentive for Service Center Supervisors and Lead staff:**

* During June, July and August, each supervisor and lead will be responsible for the performance within the Service Center which includes the following:
* Phone call wait times are below or equal to last year’s stats
	+ Company drops processed within 5 business days or less
	+ IAA/Copart processed within 10 business days or less
	+ Process the same amount of mortgage mail or more from last year’s stats
* For each number of weeks that the lead/supervisors are successful at meeting the above goals, they will receive the charted administrative leave allotment.
* If any week the phone staff is less than 3 due to supporting the counter staff, we will take the average phone call wait time from the days staffing was at 4 or more to determine accruals. If the phone staff has been short staffed all week due to supporting other offices, we will consider the goal met for that week.

**Charted admin leave allotment by week for MV Branch Managers and Leads, Accounting Team, and Service Center Supervisors.**

For each number of weeks that eligible person/team is successful at meeting the above goals, they will be eligible to accrue an Administrative Leave day as follows:

7 – 8 weeks = 1 day

9 – 10 weeks = 2 days

11 weeks = 3 days

12 weeks = 4 days

13 weeks = 5 days

**Administrative Leave Conditions**

* The accrued administrative leave can be utilized in place of sick and/or vacation leave later in the year, but must be used prior to 03/31/19.
	+ If not used by 03/31/19 the leave will be forfeited.
* Administrative leave is not subject to cash payout. If separation from the department happens prior to being able to utilize your administrative leave it will be utilized during employees last day(s) with the department.