

**Implementation Plan
The Program of Incentive for Efficiency**

**At
The University of West Florida**

I. Program Goal

Our goal is to improve the quality of The University of West Florida through the reallocation of existing resources and the generation of new revenue. This program assists in the achievement of that goal by providing incentives to all employees to identify and implement procedures or ideas that result in eliminating or reducing expenditures or in generating new revenues without reducing the quality of essential services. The program is intended to generate actual tangible savings or new revenue by providing a source of discretionary revenue, or supplanting discretionary revenue which had been allocated to a specific purpose. The supplanted revenue must be allocated to another purpose. Revenues which are not eligible for incentives under the program include student or employee fines or fees, revenues normally generated through the University Foundation, and revenues from personal services.

II. Program Resources

The Program of Incentive for Efficiency has been designated one full-time position to assist in the administration of the program and to promote the success of the program. This position will be assigned to the Office of Human Resources. Suitable office space, furniture and equipment have also been allocated. An initial expense budget for a program brochure, forms, and other items necessary to make the program successful will be allocated to Human Resources.

III. Steering Committee

A. Purpose

To assist in the design and administration of the Program of Incentive for Efficiency, to ensure appropriate evaluations of submitted proposals, to follow-up on adopted proposals, and to promote the Program of Incentive for Efficiency.

B. Committee Membership

One (1) Faculty member, voting, recommended by the Provost/Vice President of Academic Affairs and appointed by the University President in consultation with the Faculty Senate Executive Committee.

Four (4) Administrative and Professional members, voting, from the Divisions of Administrative Affairs, Academic Affairs, Student Affairs, and University Advancement, recommended by the appropriate Vice President and appointed by the University President in consultation with the A&P Council.

Three (3) USPS members, voting, one of whom will be from the area of Plant Operations, Maintenance and Engineering, recommended by the USPS Staff Council and appointed by the University President.

Director, Human Resources (or designee), non-voting, ex officio.

C. Committee Staff

P.I.E. Administrator from Human Resources.

IV. Implementation Plan

A. Conflict of Interest Safeguards

1. Any member of the Steering Committee who may benefit financially from the adoption of a proposal, aside from the bonuses from the Administrative or Organizational Incentive components of this program, must abstain from voting on the proposal. Minutes of Committee meetings must reflect the vote.
2. Any Dean, Chairperson or Director, or any other staff member who may benefit financially from the adoption of a proposal, and who, by virtue of their position must make a recommendation on the merits of a proposal, must certify that their recommendation is made solely in the best interest of the University of West Florida and that the prospect of personal financial gain did not influence their recommendation.

In addition, the Dean, Chairperson or Director must certify that adoption of the proposal will not reduce the quality of essential services, and provide a recommendation for uses of the savings to create qualitative improvements in services.

3. The Inspector General's Office will audit the operation of the Program of Incentive for Efficiency and render an independent opinion on the merits of the Program in accordance with the Statute, rules, and procedures governing the program. In the event of adoption of a proposal which emanates from the within the Inspector General's office, an internal auditor from another University will be requested to review and report on action of the University with regard to that proposal.

B. Procedure for Appeal of Decisions by the Steering Committee

1. The adoption or non-adoption of a proposal by the Steering Committee may be appealed by the proposer or the Dean, Chairperson, or Director of the unit affected. The appeal must outline the reasons why the original committee action was inappropriate. All appeals must be directed to the Steering Committee within thirty (30) days from the date of notification of adoption or non-adoption.

2. The Steering Committee or designated representatives must meet with the employee and recommend action on the appeal to the President within thirty (30) days of receipt.
3. The President may designate the Vice President for Administrative Affairs as the review officer for an appeal. Final action by the President on the appeal must be completed within thirty (30) days of receipt of the Committee's recommendation.
4. This reconsideration action shall be the exclusive, final, and binding procedure for resolving any disputes arising under this program. Disputes will not be subject to any other grievance or review process.

C. Promotion of the Program of Incentive for Efficiency

1. Public Affairs and Marketing will assist in developing a logo and title for the Program.
2. Public Affairs and Marketing will assist in the design and production of a program brochure and a proposal form for distribution to all eligible employees.
3. The Fountain and the Voyager will publish articles to promote the program.
4. The President, Vice Presidents, and Deans will promote the program with faculty and staff at every opportunity.
5. The P.I.E. Administrator will submit articles for publication to the Fountain and Voyager on the operation of the Program and all adopted proposals. The Fountain will give priority to prominent reporting of adopted proposals.
6. The University will schedule lectures and promotional events to enhance interest in the P.I.E. awards system during appropriate gatherings of faculty and staff.

D. Proposal Component

1. All individuals employed by the University are eligible to submit proposals for cost savings or revenue generation. Two or more eligible employees may submit a joint proposal. Former employees who submitted a proposal while still employed by The University of West Florida lose their eligibility for bonuses upon separation from The University of West Florida.
2. In order for a proposal to be eligible for a bonus it must be implemented and result in an actual recurring savings or generate additional revenue. Proposals that deal with issues connected with a grievance, classification or compensation of positions, or which should

be implemented as a result of a specific assignment and proposals which are a duplicate, or significantly similar to a proposal adopted by another SUS university and about which UWF has been notified are not eligible.

3. Proposals must be submitted to the Program Administrator on the official University form and must be signed by the proposer(s). The Program Administrator must date and time stamp each proposal upon receipt and assign it a file number.

The P.I.E. Steering committee will provide a mentor for each suggestion. Committee members will volunteer when the program administrator sends out notification of a new suggestion. The suggestion will be active once it is complete.

4. A copy of the active proposal will be sent to the Dean or Director (evaluator) of the Division to which the proposal applies. This Evaluator will be responsible for having appropriate organizational staff review the proposal and submit an evaluation of the merits of adoption or non-adoption, along with documentation for the recommendation to the Evaluator. The Evaluator shall, in a written report, recommend adoption or non-adoption and return the report and proposal to the Program Administrator (Steering Committee) within thirty (30) working days of the receipt. An extension may be requested in writing.
5. The Steering Committee must act on the proposal and provide a recommendation to the President regarding implementation within fifteen (15) working days of receipt of the proposal evaluation report.
6. The President must act on the Committee's Recommendation within fifteen (15) working days from the date of the Steering Committee's action.

E. Proposer Incentive Bonuses

1. Proposers will be eligible for an incentive bonus of ten percent (10%) of the first year's actual or anticipated net savings or additional revenues generated from the proposal; however, no individual may receive total annual bonuses in excess of \$25,000.
2. Up to half of the estimated incentive bonuses may be paid when the proposal is approved for implementation.

F. Allocation of Administrative Incentive Awards

1. The actual or anticipated first year annual savings or net revenues from adopted proposals shall be allocated to the division of the University which generated the savings or revenue. Up to twenty percent (20%) of the savings or net revenues may be paid to

incumbents within the chain of responsibility starting from the level of immediate supervisor through the Chair/Dean/Director. Administrative Incentive allocations to individuals shall be limited to fifty percent (50%) of the amount received by each proposer.

2. The Dean or Chairperson/Director of the unit within the division which generated the savings or net revenues will receive five percent (5%) of the allocation. Administrative incentive allocations to these individuals shall be limited to fifty percent (50%) of the amount received by each proposer.
3. Administrative Incentive bonuses to any individual administrator may not exceed \$25,000 in any one fiscal year, nor may any administrative bonus exceed five percent (5%) of the savings or net revenue generated. No individual may receive a bonus through both the proposal component of this program and the Administrative Incentive component for the same proposal. The overall limit for bonuses through any component of this program shall be \$25,000 in any one fiscal year.

G. Organizational Incentive Bonuses

1. The actual or anticipated first year annual savings or net revenues generated from adopted proposals shall be allocated to the department of the University which generated the savings or net revenue. Up to twenty percent (20%) of the savings or net revenues may be allocated equally among the members of the department which generated the savings or net revenue. Organizational Incentive allocations to individuals within the department shall be limited to fifty percent (50%) of the amount received by each proposer.
2. Organizational incentive bonuses to any individual member of the organization may not exceed \$25,000 in any one fiscal year, nor may any organizational bonus exceed five percent (5%) of the savings or net revenue generated. No individual may receive a bonus through both the proposal component of this program and the organizational incentive component for the same proposal. The overall limit for bonuses through any component of this program shall be \$25,000 in any one fiscal year.

PIE/08/97