

**Southern Nevada Workforce Investment Board  
General Policy & Procedure  
INCENTIVE AND RECOGNITION AWARDS**

**EFFECTIVE DATE: July 11, 2003**

**NUMBER: 5.4**

**Supercedes SNWIB General Policies and Procedures  
No. 5.4 dated 7/1/2000**

**AUTHORIZATION: SNWIB Manager**

**BACKGROUND:**

The Workforce Investment Act has ascertained a comprehensive accountability system that evaluates the effectiveness of the Southern Nevada Workforce Investment Area's local workforce system.

In adherence to the act, the Department of Labor has identified fifteen indicators of performance and two customer satisfaction indicators of performance upon which the State of Nevada and the SNWIA will be annually assessed in an objective, quantifiable, and measurable format. The Southern Nevada Workforce Investment Board (SNWIB) has established additional performance measurements or indicators to help ensure that service providers achieve negotiated SNWIB goals. [Section 116(d); Section 134(a)(2)(B)(iii); §666.400; SNWIB Policy 1.8]

A. **SERVICE PROVIDERS' INCENTIVE GRANTS/AWARDS:** The SNWIB has established the following criteria that the WIA Title I Service Providers must meet in order to receive incentive awards:

1. All entities must have been approved and/or certified by the SNWIB to receive funds and to provide core, intensive, and training services within the Nevada JobConnect One-Stop system, and;
2. In a cooperative, collaborative and coordinated manner, must achieve established performance measurements or indicators established by the SNWIB.

B. **INCENTIVE AWARDS DETERMINATION:** The annual funding levels for Incentive Awards will be predicated on the amount the SNWIB makes available for service providers' incentive awards. Determination of eligibility for such awards will be conducted as follows:

1. The SNWIB's established levels of performance and/or key indicators will be verified by the SNWIB staff and the reports will be provided to the SNWIB Programs/Performance Committee.
2. The SNWIB staff will recommend award amounts and the recipients of incentive funds, based on overall performance.
3. The Programs/Performance Committee will formulate recommendations to be provided to the full board, who will make the final determination of the awardees.

C. **INDIVIDUAL INCENTIVES AND RECOGNITION AWARDS:** Service provider employees and the SNWIB staff may receive incentives and recognition awards based on their performance and outstanding achievements in support of employment and training initiatives. The determination for such awards will be performed as follows:

1. Service providers' individual employee incentive and recognition award nominations must be submitted to the SNWIB Board Manager in writing. Award and incentive nominations developed by the SNWIB staff will be prepared for review by the SNWIB Board Manager or Deputy Board Manager.
2. All nominations will be evaluated by a taskforce comprised of the SNWIB Board Manager, Deputy Board Manager, and at least three board members.
3. The SNWIB Awards and Recognition Taskforce shall recommend individual service provider employee and SNWIB Staff awards to the Chairman of the SNWIB for approval.