

## Incentive Pay Policy

Effective: October 2024

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### **Section 1**

#### **1.01 OBJECTIVE**

To establish a fair and transparent incentive pay framework that recognizes and rewards HCPL employees to become proficient or involved in certain areas, grant programs, or special assignments.

#### **1.02 DEFINITION**

Incentive pay is considered a compensation payment subject to taxes and other applicable earn deductions (e.g., TCDRS). It is not considered a part of base pay.

#### **1.03 PURPOSE**

The incentive pay policy at HCPL is structured compensation for employees related to employee certification achievement, special job assignments, or grant program involvement.

- a. Incentive pay must be approved by HCPL Human Resources, Financial Services, and the Executive Director, who reserve the right to change the policy at any time. Submission and final approval by the Harris County Commissioner's Court are necessary on an annual basis for budget authorization.
- b. Incentive pay is contingent on annual budget approval.
- c. Eligible part-time and full-time employees receive incentive pay. Division Directors are excluded.
- d. Part-time employees receive half of the eligible incentive pay.
- e. Compensation requires certificates or documentation beneficial to HCPL and related to the employee's current position.
- f. Employee certification and special job assignment must exceed minimum position requirements applicable to grant and general fund positions.
- g. Employees transferring to eligible divisions/branches may qualify for incentive pay.
- h. Employees transferring to non-eligible divisions or branches forfeit incentive pay.
- i. Incentive pay is calculated monthly and disbursed biweekly according to the bi-weekly payroll schedule.

#### 1.04 INCENTIVE PAY ELIGIBILITY

- a. Employees are eligible to receive applicable incentive pay based on:
  - Certification achieved (see Appendix B);
  - Special Job Assignment (see Appendix B);
  - Grant program involvement (see 1.04(c)).
- b. Incentive Process:
  - i. Eligible employees may be compensated for more than one incentive they achieve or perform.
  - ii. Employees will provide their application and supporting documentation to their supervisor. The supervisor will then submit the completed application to the Human Resources Division for final approval (in accordance with Paragraph 1.03) and implementation.
  - iii. Employees, supervisors, and the Human Resources Division will maintain communication to ensure the incentive pay status and whether it no longer applies to employees.
- c. Grant Program Involvement:
  - i. The Program Incentive Pay recognizes and compensates employees involved in the grant program's required operations. Incentive pay is based on the following criteria, which are identified in Appendix B of this policy:
    - Participation in the identified grant program;
    - Level of participation or skill acquisition that supports the program.
  - a. **Tier 1 Key Role**  
Applies extensive assigned program-relevant knowledge to lead and execute responsibilities and decision-making to ensure smooth Grant progression and success.
  - b. **Tier 2 Collaborative Role** - *identified by Grant involvement.*  
The Collaborative Role supports and assists with Grant-assigned projects. Involvement will be ongoing and have a continuous program need.
  - c. **Tier 3 Support Role**  
The Support Role assists the assigned grant in fundamental operational services. Its involvement will be based on a regular repetition of need.
  - d. **Tier 4 Administrative Support Role**  
The Administrative Support role assists the assigned grant in administrative and operational services. Based on ongoing needs, involvement will be sporadic.

## 1.05 APPLICATION PROCESS:

- a. Employees applying for incentive pay must complete the application form shown in Appendix A of this policy. This application form will be available from the Human Resources Division or the HCPL Intranet.
  - 1. **Supervisor Submission:** The employee must submit the application form to their immediate supervisor, who will then submit it to the Human Resources Division for further processing in accordance with Paragraph 1.03.
  - 2. **Interview:** The employee may be interviewed to discuss their application.
- b. Decision and Disbursements:
  - 1. Approval: Approved applications will be communicated to the employee in writing. The communication will include a required signed annual agreement specifying the incentive pay amount and duration.
    - i. An annual signed agreement is required for each incentive pay awarded.
  - 2. Disbursement: Incentive pay will be disbursed through the regular payroll system and reflected in the employee's paycheck on the designated pay date.

## Appendix A

### Incentive Pay Request Form

Employee Name:	
Employee ID:	
Division/Branch:	
Position:	

Time Commitment You Are Willing to Commit To: ☐ 6 Months ☐ 1 year ☐ 1½ years

☐ Grant Program Involvement Incentive Pay:

☐ Certification Incentive Pay (Passport Agent):

☐ Special Job Assignment Incentive Pay:

Program/Grant Name (if applicable):

Why are you interested in the program/grant?

Tell us about your experience in areas that relate to and support your success in the program/grant.

Tell us about your achievements or contributions while working at HCPL.

Supervisor Approval: ☐ Yes ☐ No Comments on the employee's performance and contributions.

Approval/Rejection Notification: ☐ Yes ☐ No

You will be notified of the decision regarding your request within one week of the request.

Disclaimer: Submission of this form does not guarantee approval. Incentive pay requests are subject to review and approval based on annual budget authorization and approval by the Harris County Commissioner's Court.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Printed)

## Appendix B - Incentive Pay Schedule

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All full-time employees are eligible to receive incentive pay beyond the minimum requirements of their position. Part-time employees will receive half of the eligible incentive pay.

### CERTIFICATION PROGRAM INCENTIVE PAY

Service	Program	Incentive Pay
Passport Certificate	Passport Agent	\$25 per month/\$11.54 per pay period for all levels of participation

### SPECIAL JOB ASSIGNMENT INCENTIVE PAY

Service	Program	Incentive Pay
Literacy Coordinator	Career Online High School	\$25 per month/\$11.54 per pay period for all levels of participation
All positions	Citizenship	\$25 per month/\$11.54 per pay period for all levels of participation
All positions	ESL (English as a Secondary Language)	\$25 per month/\$11.54 per pay period for all levels of participation
Readers Advisory	Book Buddies	\$25 per month/\$11.54 per pay period for the Spring Season (April – June) and for the Fall Season
All positions	Family Place Library	\$25 per month/\$11.54 per pay period for all levels of participation
All positions	Readers Advisory/Book Hunters	\$25 per month/\$11.54 per pay period for all levels of participation
All positions	Tournament of Books	\$25 per month/\$11.54 per pay period for 6 months, April through September

### GRANT PROGRAM INVOLVEMENT INCENTIVE PAY

Tier	Involvement Level	Incentive Pay
Tier 1	<b>Key Role:</b> <ul style="list-style-type: none"> <li>• Program leadership</li> <li>• Subject matter expert</li> <li>• Instruction and training</li> <li>• Operation Compliance</li> </ul>	\$1.15 per hour or \$2,392 per year = \$92 per pay period
Tier 2	<b>Collaborative Role</b> <ul style="list-style-type: none"> <li>• Branch program facilitation of services and system participation</li> <li>• Branch program reporting and system compliance</li> <li>• Marketing and promotion, digital and print</li> <li>• System reporting and data visualization</li> <li>• Community Impact Evaluation and Strategic Coordination</li> <li>• Coordinating volunteers</li> </ul>	\$.96 per hour or \$1,996.80 per year = \$76.80 per pay period
Tier 3	<b>Support Role</b> <ul style="list-style-type: none"> <li>• Payroll reporting and work logs</li> <li>• Data entry</li> <li>• Scheduling and clerical tasks</li> </ul>	\$.75 per hour or \$1,560 per year = \$60 per pay period
Tier 4	<b>Administrative Role</b> <ul style="list-style-type: none"> <li>• Policy development and drafting</li> <li>• Procedure and operational alignment</li> <li>• Purchasing</li> </ul>	\$.50 per hour or \$1,039.92 per year = \$40 per pay period

HOUSTON ENDOWMENT (CITIZENSHIP) GRANT PROGRAM INCENTIVE PAY  
Three-Year Grant – January 2024 to June 2027  
One-Year Commitment Required

Tier	Service Level	Incentive Pay
<b>Tier 1</b>	<b>Key Role - Coordinates Local Program and Teaches Classes</b> <ul style="list-style-type: none"> <li>• Performs local coordination of tutors and teaches classes at the library with a high level of activity in the program area.</li> <li>• Trains tutors on established curriculum (training prerequisite)</li> <li>• Coordinating and Marketing Classes and Sessions</li> <li>• Work Outreach events, including N400</li> <li>• Gathering Literacy Materials for Tutors and Students</li> <li>• Collaborate with grant staff</li> </ul>	\$1.40 per hour or \$2,920 per year = \$112.31 per pay period
<b>Tier 2</b>	<b>Collaborative Role - Coordinating Tutors Locally</b> <ul style="list-style-type: none"> <li>• Organizes Staff and Volunteer Tutors <ul style="list-style-type: none"> <li>○ <i>Find volunteers or students by forming local partnerships</i></li> <li>○ <i>Training Tutors (prerequisite staff training)</i></li> </ul> </li> <li>• Coordinating and Marketing Classes and Sessions</li> <li>• Gathering Literacy Materials for Tutors and Students <ul style="list-style-type: none"> <li>○ <i>Requesting books and copies, etc.</i></li> </ul> </li> <li>• Collaborate with grant staff</li> </ul>	\$.94 per hour or \$1,958 per year = \$75.29 per pay period
<b>Tier 3</b>	<b>Support Role - Teaching Classes</b> <ul style="list-style-type: none"> <li>• Follow Established Curriculum (prerequisite staff training)</li> <li>• Classes for ESL or Citizenship only</li> <li>• Work Outreach events, including N400</li> <li>• Collaborate with grant staff</li> </ul>	\$.94 per hour or \$1,958 per year = \$75.29 per pay period
<b>Tier 4</b>	<b>Administrative Role - Managing Grant and Student Data</b> <ul style="list-style-type: none"> <li>• Coordinating student registration and assessment</li> <li>• Monthly program statistics data collection</li> <li>• Gathering tutor attendance forms and submitting information</li> <li>• Serve in backup capacity for program activities</li> <li>• Collaborate with grant staff</li> </ul>	\$.56 per hour or \$1,158 per year = \$44.54 per pay period