

(B) (1) AN INCENTIVE PERFORMANCE AWARD FOR EXTRAORDINARY SERVICE MAY BE AWARDED FOR EXTRAORDINARY PERFORMANCE IN THE PUBLIC INTEREST BY AN EMPLOYEE IN CONNECTION WITH THE EMPLOYEE'S STATE EMPLOYMENT.

(2) AN INCENTIVE PERFORMANCE AWARD FOR OUTSTANDING SERVICE MAY BE AWARDED FOR:

(I) EXCEPTIONAL PERFORMANCE BY AN EMPLOYEE ON A SPECIAL PROJECT OR OVER A SUSTAINED PERIOD THAT EXCEEDS THE KNOWLEDGE, SKILL, OR ABILITY REQUIRED BY THE POSITION; OR

(II) EXCEPTIONALLY MERITORIOUS ACTS OR SERVICES IN THE PUBLIC INTEREST BY AN EMPLOYEE IN CONNECTION WITH THE EMPLOYEE'S STATE EMPLOYMENT, ON A SPECIAL PROJECT OR OVER A SUSTAINED PERIOD.

(C) (1) THE HEAD OF EACH UNIT MAY GIVE ANY EMPLOYEE IN THE UNIT A CASH AWARD NOT EXCEEDING \$3,000 FOR OUTSTANDING SERVICE.

(2) AN EMPLOYEE MAY NOT RECEIVE MORE THAN ONE INCENTIVE PERFORMANCE AWARD UNDER THIS SUBSECTION IN ANY 24-MONTH PERIOD.

(D) (1) THE HEAD OF EACH UNIT MAY GIVE ANY EMPLOYEE OR MEMBERS OF A GROUP OF EMPLOYEES IN THE UNIT ANY OF THE FOLLOWING AWARDS FOR EXTRAORDINARY SERVICE:

(I) CASH, NOT EXCEEDING \$300;

(II) A GIFT, NOT EXCEEDING \$300 IN VALUE;

(III) PAID ADMINISTRATIVE LEAVE, NOT EXCEEDING 3 DAYS; OR

(IV) ANY COMBINATION OF CASH, GIFT, AND LEAVE NOT EXCEEDING \$300 IN VALUE.

(2) AN EMPLOYEE MAY NOT RECEIVE MORE THAN ONE INCENTIVE PERFORMANCE AWARD UNDER THIS SUBSECTION IN ANY 12-MONTH PERIOD.

(E) (1) BEFORE MAKING AWARDS TO EMPLOYEES IN THE UNIT, THE HEAD OF THE UNIT SHALL:

(I) ESTABLISH CRITERIA FOR ADMINISTERING THE PROGRAM, INCLUDING STANDARDS OF ELIGIBILITY; AND

(II) ENSURE THAT ALL EMPLOYEES IN THE UNIT HAVE COPIES OF THE CRITERIA.