

(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.

(2) (I) THE HEAD OF A UNIT MAY AMEND THE CRITERIA AT ANY TIME.