

**WAC 383-07-045 Responsibilities of agency management.** Under the following guidelines, agency management shall be responsible for facilitating agency involvement at all stages of the teamwork incentive program, including the following:

(1) Promotion and administration of the TIP program within the agency, offering assistance in the completion of team applications, including documentation of approval and denial of applications;

(2) Providing support throughout team participation in the TIP project through encouragement, records management and training assistance, and facilitating cooperation between shifts, other teams, other divisions, etc.;

(3) Review of team application, mid-point and final TIP reports, verifying sustained or improved performance and quality measures, and fiscal impact;

(4) Review, approve, and verify savings identified in the team's report for a TIP award for a team that has already implemented their improvements. Teams that have already implemented their project improvements are eligible to receive a TIP award if the agency head nominates the team for a TIP award within one year of implementation of the team project. The agency head shall also support the percentage of the actual net savings and/or net revenue generated to the state that the team is entitled to receive. The TIP award cannot exceed the percentage and maximum award amount permitted in WAC 383-07-125.

(5) Cooperation and assistance in recognizing TIP teams for their efforts and achievements, including timely payment of awards.

(6) Ensurance that gains obtained during the TIP project period are sustained.

The agency head shall appoint an individual as TIP liaison to coordinate agency TIP activities with the productivity board.

[Statutory Authority: Chapter 41.60 RCW. WSR 99-24-092, § 383-07-045, filed 11/30/99, effective 1/1/00; WSR 92-09-048, § 383-07-045, filed 4/10/92, effective 5/11/92; WSR 88-15-033 (Order 88-1), § 383-07-045, filed 7/14/88.]