

**WAC 383-07-130 Award authorization and payment procedures.** Following approval of a teamwork incentive award by the productivity board, the program manager shall submit a notice to the agency authorizing payment of awards in accordance with RCW 41.60.120 and WAC 383-07-125.

(1) The award authorization notice shall include:

(a) The total amount of savings and/or revenue;

(b) The team award based upon the percentage specified by WAC 383-07-125; and

(c) A list of employees and the amount of each individual's award share.

(2) The award authorization notice shall be sent to the agency's TIP liaison for processing payments of awards and fees. A copy of the authorization shall be forwarded to the team supervisor.

(3) The award authorization notice shall be sent as soon as possible following board action.

(4) The agency shall arrange for payment of awards in a timely manner.

[Statutory Authority: Chapter 41.60 RCW. WSR 99-24-092, § 383-07-130, filed 11/30/99, effective 1/1/00; WSR 92-09-048, § 383-07-130, filed 4/10/92, effective 5/11/92; WSR 89-19-006, § 383-07-130, filed 9/7/89, effective 10/8/89; WSR 88-15-033 (Order 88-1), § 383-07-130, filed 7/14/88.]