In an effort to demonstrate how much we value the work of our student employees who continually perform their duties in a professional manner, Transportation Services is pleased to offer a Student Employee Incentive Plan. This plan is designed to reward those student employees who demonstrate an ongoing commitment to the mission of Transportation Services and who exhibit the qualities that ensure continuous improvement in the critical services we provide for the Texas A&M community. Their job performance and productivity in their position is consistently above performance that is normally expected.

To be eligible for the incentive plan, students must first meet the requirements of the Student Employee Pay Plan. The requirements are 1) students must work an average of 12 hours per week for the fall or spring semester and 2) students must work the required number of special event credits for the fall or spring semester (see below for prorated schedule).

**Special Event Credits Required:**
Fall – 7 special event credits required:
- Hired before or between September 1st - October 31st – required to work 7 special event credits
- Hired between November 1st - November 30th – required to work 3 special event credits
- Hired on or after December 1st – required to work 1 special event credit

Spring – 1 special event credit required:
- Hired between January 1st – April 30th – required to work 1 special event credit

Student employees who meet the requirements of the Student Employee Pay Plan explained above and meet or exceed all of the performance criteria outlined below will be eligible for the Student Employee Incentive Plan. This performance criterion will be reviewed at the end of two separate evaluation periods. These evaluation periods are defined as follows:

- **Fall Semester** – August 1st through December 31st
- **Spring Semester** - January 1st through June 15th

Since employees are hired all year long, below is a proration schedule based on hire date for average hours worked for the semester:

**Average Hours Worked:**
Fall – if hired November 1st or after students aren’t eligible for the fall incentive plan.
Spring – if hired April 1st or after students aren’t eligible for the spring incentive plan.

**Performance criteria for incentive plan:**
- Two or less late reports on record during evaluation period
- Three or less policy reminders on record during evaluation period
• No more than one memo during evaluation period
• No written reprimands on record
• No preventable accidents while driving a university vehicle
• Special events credits (shift longer than 6 hours = 2 credits), work average hours, safety infractions:
  • **Administration:**
    1. Work at least nine special event credits during the fall semester and work two special event credits during the spring semester
  • **Alternative Transportation:**
    1. Work at least nine special event credits during the fall semester and work two special events during the spring semester
    2. No more than one safety infraction during the evaluation period
  • **Customer Assistance:**
    1. Work at least nine special event credits during the fall semester and work two special event credits during the spring semester
  • **Fleet:**
    1. Work at least nine special event credits during the fall semester and work two special event credits during the spring semester
  • **Human Resources:**
    1. Work at least nine special event credits during the fall semester and work two special event credits during the spring semester
  • **IT Services:**
    1. Work at least nine special event credits during the fall semester and work two special event credits during the spring semester
    2. No more than one safety infraction during the evaluation period
  • **Marketing and Communications:**
    1. Work at least nine special event credits during the fall semester and work two special event credits during the spring semester
  • **Parking Access and Maintenance:**
    1. Work an average of 15 hours a week or more during weeks that classes are in full schedule
    2. No more than one safety infraction during the evaluation period
  • **Parking Facilities Projects and Maintenance:**
    1. Work an average of 18 hours a week or more during weeks that classes are in full schedule
    2. No more than one safety infraction during the evaluation period
  • **Parking Services (Enforcement):**
    1. Work seven or more football games and two additional events during the spring semester (in support of enforcement)
    2. Work an average of 15 hours a week or more during weeks that classes are in full schedule
  • **Special Events:**
1. Work at least eighteen special event credits during the fall semester and work ten special events credits during the spring semester

- **Transit:**
  1. Work at least nine special event credits during the fall semester and work two special event credits during the spring semester
  2. Work an average of 15 hours a week or more during weeks that classes are in full schedule

- **Vehicle Maintenance:**
  1. Work at least nine special event credits during the fall semester and work two special event credits during the spring semester
  2. No more than one safety infraction during the evaluation period

- **Visitor Parking:**
  1. Work at least nine special event credits during the fall semester and work five special event credits during the spring semester

At the end of the evaluation period, supervisors will determine who met the criteria by preparing a spreadsheet containing confirmation of this information. This will be provided to the Transportation Services HR Office for processing. The increase will be effective during the month following the evaluation period.