

**WAC 383-07-050 Responsibilities of the TIP liaison.** The TIP liaison, under these guidelines, serves as the primary link between the board and the agency, and is responsible and accountable to agency management. The TIP liaison shall:

(1) Coordinate the TIP program within the agency and act as an individual liaison between the agency and the board.

(2) Oversee the completion and submission of all TIP applications, working within agency chain of command and with productivity board staff. Ensure that all applications meet the criteria established by RCW 41.60.100, WAC 383-07-070 and 383-07-080. Ensure an executive summary for board meeting packets is prepared and submitted with the TIP application.

(3) Monitor on-going TIP activities within the agency, reviewing all reports for completeness and accuracy and transmit reports to productivity board staff in a timely manner.

(4) Represent the agency on TIP-related issues at board meetings. Attend regularly scheduled board meetings when the agenda includes TIP projects or issues relevant to the agency.

(5) Promote and market the program within the agency through on-site presentations, written communications, facilitation of meetings and other effective means to acquaint employees and supervisors with the purpose and benefits of the program. Coordinate recognition of teams receiving a TIP award.

(6) Ensure that award authorizations are processed, and that payments are made to individuals in a timely manner.

(7) Identify and encourage use of internal resources, such as training staff and management analysts, to assist teams participating in TIP.

(8) Identify and encourage use of other resources inside and outside state government.

(9) Coordinate with agency management and the board for recognition of groups completing the project period.

[Statutory Authority: Chapter 41.60 RCW. WSR 99-24-092, § 383-07-050, filed 11/30/99, effective 1/1/00; WSR 92-09-048, § 383-07-050, filed 4/10/92, effective 5/11/92; WSR 89-19-006, § 383-07-050, filed 9/7/89, effective 10/8/89; WSR 88-15-033 (Order 88-1), § 383-07-050, filed 7/14/88.]