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**State of Louisiana**  
OFFICE OF THE LIEUTENANT GOVERNOR  
DEPARTMENT OF CULTURE, RECREATION & TOURISM  
OFFICE OF MANAGEMENT AND FINANCE

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## HUMAN RESOURCES MEMORANDUM NO. 2014-006

**TO:** Lt. Governor, Deputy Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers, and Directors

**FROM:** Rikki Nicole David, SPHR, IPMA-CP  
Human Resources Director

**SUBJECT:** Revised PPM #34 – Rewards and Recognition Policy

**DATE:** February 6, 2014

PPM #34, Rewards and Recognition Policy, has been revised, effective February 5, 2014. The main purpose in revising the policy was to bring it up-to-date with current program guidelines. Below is a summary of the specific revisions:

- Reorganized, eliminated and/or combined duplicate content;
- Added performance rating to the eligibility requirements;
- Increased the allowable monetary reward from 9% to 10%, in accordance with previous Civil Service Rule changes;
- Removed discontinued CPTP certifications;
- Added CPTP Professional Certificate reward;
- Added State Parks Leadership Academy reward;
- Revised initiation of reward request from Section Head to any OLG/DCRT employee;
- Added required approval of reward requests by the Division Director and Human Resources Director.

The revised policy may be accessed on OLG/DCRT's intranet (Channel Z), which is located at <http://www.crt.state.la.us/HR/Policies.aspx>.

Should you have questions, please contact the Human Resources Division at (225) 342-0880.

RND:bc  
Attachment  
c: Personnel Liaisons

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