

**OFFICE OF THE LIEUTENANT GOVERNOR
AND DEPARTMENT OF CULTURE, RECREATION AND TOURISM**

HUMAN RESOURCES POLICY

SUBJECT: REWARDS AND RECOGNITION

EFFECTIVE DATE: February 1, 2002

AUTHORIZATION: _____
Phillip J. Jones, Secretary

I. PHILOSOPHY

Under the provisions of Civil Service Rule 6.16.1, Rewards and Recognition, the Office of Lieutenant Governor's (OLG) and Department of Culture, Recreation and Tourism's (CRT) Rewards and Recognition Policy acknowledges and rewards employees for significant achievements which are not considered regular and recurring responsibilities of their positions. By formally recognizing the accomplishments of our employees, we acknowledge the individuals value to the Department, thereby increasing job satisfaction and encouraging a more committed and motivated workforce.

II. APPLICABILITY

This policy shall apply to all classified employees of OLG and CRT.

III. POLICY

It is the policy of OLG and CRT to maintain a program of rewards and recognition for individual employees or for employee groups for significant work related achievement within a fiscal year. The rewards may be monetary (cash only) or non-monetary (items which may or may not have a cash value). If monetary, the reward (or the sum of multiple rewards) shall not exceed a total of 9% of the employee's base salary within a fiscal year. Monetary rewards are not considered part of the employee's base pay, but rather shall be a lump sum reward.

Appointing authorities shall recognize their employees in accordance with this policy and reward them as merited when funding is available. Should funding be unavailable in a fiscal year, employees approved by the appointing authority may be given a Rain check for the following fiscal year. If funding is not available in the following fiscal year, the Rain check becomes void. The exception to this provision is the Retirement Recognition Reward mentioned below which will be provided upon the retirement of the employee and paid for with funds from other available sources.

Nominations for rewards will be made by a section head and must be approved by the appointing authority. An employee or employee group must have completed the accomplishment prior to being nominated for a reward. Individuals receiving awards must be currently employed with OLG or CRT when they receive their awards.

IV. CRITERIA FOR NOMINATIONS

Depending on available funding, rewards may be made for the following:

A. SERVICE RECOGNITION

| | | |
|------------------|-----|---|
| 05 years Service | C | Certificate and/or Service Award (cost not to exceed \$25) |
| 10 years Service | --- | Certificate and/or Service Award (cost not to exceed \$50) |
| 15 years Service | --- | Certificate and/or Service Award (cost not to exceed \$75) |
| 20 years Service | --- | Certificate and/or Service Award (cost not to exceed \$100) |
| 25 years Service | --- | Certificate and/or Service Award (cost not to exceed \$125) |
| 30 years Service | --- | Certificate and/or Service Award (cost not to exceed \$150) |

B. RETIREMENT AFTER SERVICE WITH OLG or CRT

Employees who retire from State service under the Louisiana State Employees=Retirement System or Teachers= Retirement System while an employee of OLG or CRT will receive a retirement award valued at approximately \$200.

C. INNOVATION

Employees who have either developed a new idea/procedure or improved upon an existing idea or procedure resulting in either a savings to the agency through reduced cost or increased productivity or efficiency may be nominated for an award of up to 5% of the amount saved, not to exceed 9% of the employees base salary per year. Awards may be given to individuals or groups. In the case of a group award, the total amount shall be split among the participants.

The nomination for any reward for innovation shall contain an explanation of the idea/procedure implemented as well as a clear representation of the fiscal impact. The proposal shall also contain a recommended reward amount.

D. INITIATIVE

Employees who have, on their own initiative, provided special services to the public or the department beyond the scope of their normal job duties but within the bounds of the code of ethics. These employees generally exhibit a high degree of professionalism, leadership, effort, and/or skill.

Examples

- < Employee of the Month (value not to exceed \$25)
- < Outstanding Employee of the Year (value not to exceed \$500)

E. SPECIAL PROJECTS

Outstanding work on a special project that results in a major benefit such as cost savings, service improvement, improved productivity/efficiency to either OLG, CRT, or any of its customers, may be submitted by a section head to the appointing authority for consideration. The proposal must contain an in-depth summary of the project and delineate how the work furthered the mission of OLG or CRT. The proposal should contain a proposed reward amount and a justification of the amount requested.

The project must not be a regular and recurring responsibility of the employee's position and must have resulted in a major benefit to the section or to OLG or CRT as a whole, and furthered the mission of one or the other. Employees nominated to receive rewards for special projects must not have been compensated for that special project under any other Civil Service pay rule (e.g., detail to special duty, premium pay, optional pay, etc.) for work on that project.

Examples

- < Implementing a new system while continuing regular duties (up to 9% of base salary)
- < Extensive cross training for a total job (up to 9% of base pay)
- < Serving as Office Safety Coordinator and passing ORM safety audit (\$250)

F. EDUCATION AND TRAINING

Employees nominated to receive rewards for education and training must not have been compensated for this achievement under any other Civil Service pay rule.

1. Rewards not to exceed \$250 may be made for job related training that meets the following criteria:
 - < The training is recognized nationally and testing is required
 - < There must be a minimum of 40 hours of class work and/or course work
 - < It must be directly related to the employee's job
 - < It is not training which is required by the agency
 - < The training is not a part of the minimum qualifications for the job
2. Rewards of \$500 may be made for the attainment of the following certificates through the Certified Public Training Program (CPTP):
 - < Certificate in Supervisory Techniques (CST) (ends July 1, 2003)
 - < Teaching and Learning Certificate

3. Rewards of \$500 may be made for completing each of the components required for the attainment of the Certified Public Manager (CPM) designation:
 - < Certificate for Building Effective Teams (min. 50 hrs. of classes, tests, & projects)
 - < Certificate for Managing People (min. 50 hrs. of classes, tests, & projects)
 - < Certificate for Managing Work (min. 50 hrs. of classes, tests, & projects)
 - < Certificate for Advanced Managerial Topics (min. 50 hrs. of classes, tests, & projects)
 - < Certified Public Manager (min. 54 hrs. of classes including work simulations)
4. Rewards of up to \$1000 may be made for attainment of a certification that meets all the criteria listed in F.1 above, if it is nationally recognized and is earned after the attainment of a baccalaureate degree or the required combination of education and experience. This reward requires a substantial amount of study and a comprehensive exam. Among those designations currently included under this provision are:
 - < Certified Public Accountant (CPA)
 - < Certified Internal Auditor (CIA)
 - < Certified Compensation Professional (CCP)
 - < Professional in Human Resources (PHR)
 - < Senior Professional in Human Resources (SPHR)

Other similar professional certifications will be reviewed case by case.

G. EXAMPLES OF REWARDS

Rewards are divided into two general categories: monetary and non-monetary. Monetary refers only to cash rewards whereas non-monetary refers to items that have cost limitations. **All non-monetary rewards must be imprinted with the department or office logo.**

The following list includes examples of all rewards types. Non-monetary rewards are used primarily for service and retirement recognition; however, they may also be given in combination with monetary rewards as appropriate.

- < Reserved parking space for a limited period of time (no cost)
- < Certificates (approximately \$5)
- < Coffee mug with department/office logo (approximately \$10)
- < Briefcase or portfolio with department/office logo (approximately \$25)
- < Shirt with department/office logo (approximately \$35)
- < Engraved plaque (approximately \$50)
- < Crystal bowl/clock with department/office logo (approximately \$100)
- < Cash (as specified or within limits set forth in policy)

V. PROCEDURE

Nominations for rewards may be submitted at any time. Rewards will be made at the time of approval unless budget problems are anticipated. If budget problems are anticipated, rewards may be postponed until the last quarter of the fiscal year and will be dependent upon available funding. Nominations for rewards must be approved by and submitted by a section head to the appointing authority along with a recommended amount of the reward. Initially, the section head making the nomination should review the available budget for his/her section to determine if funding is available for the reward. If funding is not found to be available, the section head should then request funding from the appointing authority when submitting the nomination to the appointing authority. The appointing authority will determine approval or disapproval and the amount of any award. If the award is approved but funding is unavailable, a Arain check@will be issued as described in Section III.

All nominations must include the following information:

- Name of Nominee
- Section
- Category of Achievement (refer to Section IV of policy)
- Description of Achievement or Service
- Date of Achievement or Service
- Benefit to the Department
- Reason for Nomination*

*The Reason for Nomination should include an explanation of the fiscal impact along with any quantifiable documentation to support the reward nomination. Documentation might include, but is not limited to, the amount of savings realized, the cost avoided, and the value of the increased productivity.

Civil Service Rule 6.16.1 requires that, once approved by the Civil Service Commission, this policy must be posted in a manner that assures its availability to all employees. The Rule says further that the policy must include a provision for the public posting of all reward recipients. The Human Resources Office shall forward this policy, once approved by the Civil Service Commission, and any revisions to this policy, to section heads who must assure the continued posting of same in a manner accessible to all employees. At the beginning of each fiscal year, the Human Resources Office shall prepare and forward a list of all recipients and the rewards received during the previous fiscal year to section heads for posting.

VI. RESPONSIBILITY

Undersecretary and Assistant Secretaries

Responsible for holding section heads under their supervision accountable for adhering to all aspects of this policy.

Human Resources Office

Responsible for maintaining rewards and recognition reports for five years for the purpose of audits by the Department of State Civil Service.

Responsible for processing the payment of monetary awards to employees.

Responsible for providing information on rewards which have been made during the fiscal year to all sections for posting.

Responsible for providing a report to Civil Service between July 1 and July 31 of each year which lists all award recipients for the previous fiscal year with the reason for the reward and a description of the reward.

Section Head

Responsible for assuring that this policy as well as any revisions to this policy, are posted and continue to be posted in a manner that assures availability to all employees. Assures that a list of all recipients and the rewards received are posted in the same manner for at least thirty days after the end of the fiscal year.

Evaluates the achievements of staff to determine if there are employees worthy of nomination for rewards in any applicable category. If such is found, evaluates budget status to determine if funds are available for reward. If funds are available, prepares and submits the necessary paperwork to nominate the employee(s). If funds are not available, prepares and submits the necessary paperwork to nominate the employee(s) including a request for the appointing authority to provide the funds.

Employee

Employees should call to the attention of the section head any effort on their part or on the part of other employees, which might be worthy of nomination for reward under this policy.

VII. NOTES

Rewards are for the purpose of rewarding achievement that is not ordinarily expected or required on the job by the employer. Rewards under this rule are for work-related behaviors and/or actions, not for non-work related activities.

It is not the intention to make the required documentation so burdensome that it discourages anyone from nominating an employee for a reward. However, it must be substantial enough to prove the validity of the proposal and to justify to the general employee population that the reward is fair and merited if it is granted.