

PPM #34

Policy Name: *Rewards and Recognition*

Effective Date: *February 1, 2002*

Revision Date: *December 1, 2011; February 5, 2014; June 4, 2014*

Authorization:



Charles R. Davis, Deputy Secretary

I. POLICY

In accordance with Civil Service Rule 6.16.1, the Office of the Lieutenant Governor (OLG) and Department of Culture, Recreation and Tourism (DCRT) acknowledge and reward employees for achievements and accomplishments that contribute to the overall objectives of the Department. By doing so, OLG/DCRT strives to motivate employees toward better job performance and demonstrate its appreciation for employees that make a performance difference, either individually or through teams.

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.

II. APPLICABILITY

This policy applies to all full-time classified employees of OLG/DCRT.

III. REQUIREMENTS FOR ELIGIBILITY

To be eligible for a reward, the following requirements must be met:

- a. Evaluation: No employee shall receive a reward under this policy when he/she received an overall rating of "Needs Improvement/Unsuccessful" during his/her most recent Performance Evaluation System (PES) evaluation. Subsequent ratings of "Successful" or above will restore the employee's eligibility for a reward under this policy. An employee who is "Unrated" or "Not Evaluated" may be eligible for a reward.
- b. Monetary Cap: Monetary awards shall not exceed 10% of an employee's annual base salary within a fiscal year. Neither single awards nor the sum of multiple awards during a fiscal year shall total more than 10% of an employee's annual base salary.
- c. Timing of Nomination: An employee or employee group must have completed the accomplishment prior to being nominated for a reward.

- d. Monetary Restrictions: Only employees that have not been compensated for the applicable achievement under any other Civil Service pay rule (i.e., detail to special duty, optional pay, etc.) are eligible for a monetary award in accordance with this policy.
- e. Employment Status: Employees must have been employed by OLG/DCRT both during the period in which the accomplishment was achieved and at the time the reward is distributed.
- f. Funding: All rewards are contingent upon availability of funding.

IV. NON-MONETARY REWARDS

All non-monetary rewards must be imprinted with the department or office logo. Examples of such non-monetary rewards include:

- 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)
- Crystal bowl/clock/plaque with department/office logo (approximately \$100)

Specific categories of non-monetary awards are as follows:

A. SERVICE RECOGNITION

Service awards may be presented on an annual basis to employees who have attained longevity with the State of Louisiana, beginning with five (5) years of service and thereafter given in increments of five (5) years. A certificate and/or service pin may be awarded, the cost of which shall not exceed \$50.00. Service time is calculated as of January 1 of the year in which the award is given.

B. PROFESSIONAL CITATION

Plaques may be presented on an annual basis to Office of State Parks (OSP) employees, as nominated by fellow agency employees, in recognition of outstanding work performance. The Professional Citation may be awarded up to two (2) employees per OSP District per year. The cost of the plaque shall not exceed \$100.

C. AWARD OF VALOR

Plaques may be presented on an annual basis to Office of State Parks (OSP) employees who have prevented, or attempted to prevent, the death of a person

through direct personal action under dangerous and life-threatening conditions. The cost of the plaque shall not exceed \$100.

D. RETIREMENT

Employees who retire from State service under the Louisiana State Employees' Retirement System or Teachers' Retirement System while an employee of OLG/DCRT may receive a retirement plaque.

V. MONETARY REWARDS

Monetary rewards shall be dispersed to eligible employees as a one-time lump-sum payment through the LaGov HCM payroll system. Such rewards are not considered part of an employee's base pay.

A. EFFICIENCY

Eligible employees that have increased productivity/efficiency or produced a cost savings for the Department may be nominated for an award of up to 5% of the amount saved, not to exceed 10% of the employee's annual base salary. Such efficiency must be the result of developing a new idea/procedure; improving an existing idea/procedure; or the employee's outstanding performance on a special project while continuing his/her regular duties.

Awards may be given to individuals or groups. In the case of a group award, the total amount shall be split among the participants.

B. EDUCATION AND TRAINING

Rewards may be made for present attainment of job-related education/training and certifications. Rewards may also be granted for past attainment of such credentials, provided the employee has not been previously compensated for the same achievement under any other Civil Service pay rule or OLG/DCRT policy.

(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 classroom 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 \$750 may be made for attainment of the CPTP Professional Certificate, which includes 60+ hours of instructor-led coursework, tests upon completion of each course, and a comprehensive assessment thereafter.
- (3.) Rewards of up to \$1000 may be made for attainment of a certification that meets all the criteria listed in B.2 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)
 - International Public Management Association-Certified Professional (IPMA-CP)

Other similar professional certifications will be reviewed on a case-by-case basis.

C. STATE PARK LEADERSHIP ACADEMY

Rewards of up to \$1000 may be made for successful completion of the State Park Leadership Academy. This two-year certificate program, developed by the National Association of State Park Directors and North Carolina State University, consists of a combination of distance education and on-site training with a comprehensive written exam thereafter.

<i>First-Year Curriculum</i>	<i>Second-Year Curriculum</i>
Establishing identity and traditions	Trends and future challenges
Calculating park costs/performance measures	Planning for resources management
Stewardship	Ethics
Trails	Inventory process systems
Budget/fiscal	GIS as a management tool
Project management practices	Environmental impact statements
Time management/delegation	Land protection strategies
Employee relations	Monitoring visitor needs and marking surveys
Philosophy	
Customer service	Programming/visitor services/special user practices
Interpretive services	
Education services	Communicating effectively with the media
Law enforcement	

<i>First-Year Curriculum</i>	<i>Second-Year Curriculum</i>
Site and safety and risk management	User groups/user conflicts
Procurement	Community and governmental relations
Contract management	
Visitor protection laws and regulation	Marketing
Conflict resolution	Maintenance planning/budget
Decision making	Preventative maintenance of equipment
Implementing change	
Visitor services and protections	Multi-cultural management
Volunteers and partnerships	Team building
Cultural resource management	Business planning and entrepreneurial trends
Natural resource management	
	The business of State Parks

VI. NOMINATION PROCEDURE

All nominations must include the following information:

- a. Name of Nominee
- b. Agency/Section
- c. Category of Achievement (refer to Sections IV. and V. of this policy)
- d. Description of Work-related Achievement or Service
- e. Date of Achievement or Service
- f. Benefit to the Department
- g. 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.

Nominations may be initiated by any OLG/DCRT employee at any time in the Fiscal year. Upon nomination, the request must be submitted to and approved by:

- Division Director (or equivalent) – to ensure request is appropriate and inclusive of all employees involved in the applicable achievement;
- Human Resources Director – to ensure that the nomination complies with Civil Service Rules and OLG/DCRT policy;
- Appointing Authority – final authorization or denial of request.

Rewards will be made upon completion of the approval process (as noted above), dependent upon available funding.

It is not the intention to make the required documentation and approval process so burdensome that it discourages anyone from nominating an employee for a reward. However, the documentation 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.

VIII. POSTING AND REPORTING

This policy shall be available to all employees through the OLG/DCRT intranet (Channel Z). A listing of all employees who receive rewards according to this policy shall be posted in the same manner. An annual report shall be submitted by July 31 to Civil Service detailing all payments made to employees under this policy.

IX. QUESTIONS

Questions regarding this policy may be directed to the Human Resources Division.

Summary of Changes: Revised policy number (December 1, 2011); reorganized content, added performance rating to eligibility requirements, increased allowable monetary reward from 9% to 10%, removed staggered value of service recognition rewards, combined Innovation and Special Projects into Efficiency reward, eliminated Initiative reward, removed discontinued CPTP certifications, added CPTP Professional Certificate reward, added State Park Leadership Academy reward, revised initiation of reward request from section head to any OLG/DCRT employee, added required approval by Division Director and Human Resources Director, eliminated Responsibility section (February 5, 2014); increased service recognition rewards from \$15 to \$50, added Professional Citation and Award of Valor rewards (June 4, 2014).