



HUMAN RESOURCES

Rewards and Recognition Policy

POLICY Number: B-001

15 September 2010

Commission Approved

1. **AUTHORITY:** Director of State Civil Service as contained in La. R.S. 36:54, Civil Service Rules and approval of the State Civil Service Commission.
2. **PURPOSE:** To establish a formal policy and guidelines for recognition of service by employees of State Civil Service.
3. **APPLICABILITY:** This policy shall apply to all employees of State Civil Service.
4. **POLICY:** It is the Director's policy to recognize, according to specific guidelines, exemplary employee service.
5. **PROCEDURES:**

Depending upon available funding, the Department may present the awards described below.

A. AWARDS FOR ATTAINMENT OF LICENSURE, CREDENTIALS AND CERTIFICATIONS

1. Employees who attain certain licenses/certifications may receive lump sum awards as follows:
 - a. **\$500** for certifications from CPTP or national professional organizations. Examples:
 - Professional Certificate or Certified Public Manager (CPM) Certificate in Teaching and Learning or Certificate in Human Resources Development
 - Professional or Senior Professional in Human Resources (PHR or SPHR)
 - Certificate in Salary Administration (CSA from World At Work)

- b. **\$1000** for certifications that require extensive coursework and examination. Examples:
 - Certified Compensation Professional (CCP from World At Work)
 - Certified Novell certifications
 - c. **\$1500** for certifications obtained after receipt of a baccalaureate degree that require a comprehensive exam. Examples:
 - Certified Public Accountant
 - Certified Internal Auditor
 - Certified Governmental Financial Manager
2. Employees at the maximum of their pay range who have earned an advanced degree making them eligible for up to 10% base pay under Rule 6.16(h) were they not at the maximum, will be eligible for a lump sum payment of up to 10%.

B. AWARDS FOR STATE SERVICE

Upon attainment of 5 years of state service and in 5 year increments thereafter, employees will receive a Service Award Pin (approximate value up to \$5). Length of State Service will be based on the employee's adjusted service date as of December 31st and the Service Award Pin will be presented at the annual awards ceremony the following May.

Upon retirement, employees shall receive a plaque (approximate value up to \$250).

C. PEER RECOGNITION AWARD

Employees may recognize their peers for outstanding work by posting a description of their performance on the department Intranet. Any employee may nominate another for a Peer Recognition Award by completing **Form B-001-A (Peer Recognition Nomination Form)** and submitting it to the employee's supervisor. The supervisor will forward the nomination to the Public Information Officer to be posted on the department's Intranet and provide a copy of the nomination to the nominee.

D. SPOT AWARD

Supervisors or managers may nominate employees who perform extraordinary work for Spot Awards of up to \$50 (monetary). Examples of extraordinary performance may include: making a high quality contribution to a difficult or

important project, producing exceptionally high quality work under a tight deadline, performing emergency assignments in addition to regular duties, demonstrating exceptional courtesy or responsiveness in serving customers, or exercising extraordinary initiative or creativity in addressing a difficult work problem.

To nominate an employee for a Spot Award, the employee's supervisor or manager must complete **Form B-001-B (Spot Award Nomination Form)** and submit it to the Division Administrator. The Division Administrator will forward his or her recommendation to the Deputy Director or Director for approval.

E. CERTIFICATES OF APPRECIATION

The Director may present Certificates of Appreciation (approximate value up to \$25) to an employee or employee group for work done that furthers the mission of the agency. Supervisors may submit nominations to the Deputy Director through their Division Administrator no later than April 30 of each year. Awards will be presented in May.

F. DIRECTORS AWARD OF EXCELLENCE

Each year, individual employees or teams whose work has made a major contribution to accomplishing the department's mission may be nominated for a Director's Award of Excellence. To nominate an employee or team for this award, a supervisor or manager must complete **Form B-001-C (Director's Award of Excellence Nomination Form)** and submit it to the Division Administrator. The Division Administrator will forward recommendations to the Deputy Director by April 15.

Recipients of the Director's Award of Excellence may receive a monetary award of up to the maximum allowed by Civil Service Rules. The employee(s) must not have been compensated under some other pay rule (such as detail to special duty) for the work done.

6. AWARD CEREMONIES:

Awards for State Service, Certificates of Appreciation and the Director's Award of Excellence will be presented at an annual ceremony in May. Peer Recognition Awards and Spot Awards may be given at any time. Retirement awards will be presented to the employee upon retirement.

7. POSTING REQUIREMENTS:

This policy and all award recipients will be posted on the department Intranet.

8. RESTRICTIONS AND LIMITATIONS:

No single award, nor the sum of multiple awards under this policy, shall exceed the maximum allowed under Civil Service Rule 6.16.1. The salary used for award calculations shall be the employee's base salary on the approval date of the award established by the Civil Service Director. Employees at or above the level of Division Administrator are not eligible for monetary awards.

9. EXCEPTIONS:

The Director of State Civil Service may grant an exception to any provision of this policy, provided such exception shall not be in conflict with Civil Service Rules and Regulations.

s/Shannon S. Templet

Director

Attachments:

Form B-001-A (**Peer Recognition Nomination Form**)

Form B-001-B (**Spot Award Nomination Form**)

Form B-001-C (**Director's Award of Excellence Nomination Form**)

Form B-001-D (**Certificate of Appreciation Nomination Form**)