

**Office of Human Resources**  
**State of Louisiana**  
Division of Administration

JEFF LANDRY  
GOVERNOR



TAYLOR F. BARRAS  
COMMISSIONER OF ADMINISTRATION


**DIVISION OF ADMINISTRATION**

**PERSONNEL POLICY NO. 33**

**EFFECTIVE DATE:** 6/4/25

**PREVIOUS VERSION(S):** 5/3/2000 (Original); 5/8/02; 4/9/03; 1/11/06; 6/6/07; 5/7/08;  
7/11/12; 7/1/18

**SUBJECT:** DOA Rewards and Recognition

**AUTHORIZATION:**   
Patrick Goldsmith, Deputy Commissioner

**I. PHILOSOPHY:**

As authorized by Civil Service Rule 6.16.1, the Division of Administration's (DOA) Rewards and Recognition Policy acknowledges work-related achievements, professional development, and exceptional employee performance. By rewarding our employees for their accomplishments, we formally acknowledge the individual's value and contribution to the objectives and mission of the DOA.

**II. POLICY:**

Provided funding is available, the DOA recognizes and rewards significant work-related accomplishments which ordinarily would not be required nor expected. This policy serves to provide uniform guidance and criteria for issuance of rewards to individual DOA employees or employee groups.

Rewards may be monetary or non-monetary. If monetary, the reward (or total of multiple rewards) shall be a lump sum payment not to exceed 10% of the employee's base salary within a fiscal year. For employees whose overall performance evaluation is "Exceptional", the reward shall be a lump sum payment of up to 3% of the employee's base salary, not to exceed \$2,500.00.

If non-monetary, Section Heads shall report the following information regarding the reward to Human Resources:

- Description of the reward
- Date of the reward
- Reason for the reward
- Dollar value (approximate) of the reward

### **III. APPLICABILITY:**

This policy applies to all full-time DOA employees, except that no employee shall be eligible to receive a reward under this policy for achievements or services rendered during any Continuous Performance Management rating period in which the employee's overall rating is less than "Successful".

### **IV. REQUIREMENTS/LIMITATIONS**

- Rewards under this policy are dependent upon the availability of funding.
- Monetary rewards are not considered base pay and are not reported to the retirement system; however, such rewards are reported as income for tax purposes.
- Rewards are not available to employees who have been compensated under any other DOA policy or Civil Service Rule (detail to special duty, premium pay, optional pay, etc.) for the same reason that makes them eligible to receive a monetary reward under this policy.
- Rewards under this policy are not available for training or attainment of a certification that is paid for by the DOA.
- The training or certification recognized by this policy cannot be a required minimum qualification for the employee's job or job series.
- Rewards under this policy shall be requested by the Section Head and recommended by the Assistant Commissioner prior to submission to the Deputy Commissioner for consideration.
- A request for a reward under this policy shall be initiated within six months of the employee's completion of the special project or significant achievement.
- To receive a reward under this policy, the employee must be employed by the DOA during the period in which the accomplishment was achieved.
- Rewards for attainment of a certification under this policy may be granted only once to an employee.
- The training and certification recognized by this policy does not include undergraduate coursework or degree.
- The determination of whether a special project, achievement or certification qualifies for a reward under this policy will be made by the Deputy Commissioner, with any such determination to be final and binding.

- The determination of the amount of a reward granted under this policy will be made by the Deputy Commissioner, with any such determination to be final and binding.
- Human Resources maintains an updated listing of trainings and certifications that qualify for rewards under this policy.

## **V. CATEGORIES AND CRITERIA:**

Rewards may be presented to individual employees or employee groups for the following:

### **A. SPECIAL PROJECTS**

Rewards in a lump sum amount may be granted to recognize outstanding employee or team achievement upon completion of a special project that results in a significant, identifiable benefit such as time or cost savings, efficiencies, service or work process improvements, or increased productivity. Job assignments and projects that are regular and recurring responsibilities of the employee's position do not qualify.

Section Heads wishing to nominate an employee or employee group for a reward under this provision shall complete the *Special Projects/Innovation/Significant Achievement Application* form (attached) to identify the special project, provide a detailed statement of the employee's/group's activities/contributions, and explain the benefit resulting from completion of the project. Section Heads are also required to propose a reward amount, with justification.

This information is to be submitted by the Section Head to the Assistant Commissioner for recommendation.

### **B. INNOVATION/SIGNIFICANT ACHIEVEMENT**

Rewards in a lump sum amount may be granted to an employee or employee group to recognize an innovation, development of a new or improvement upon an existing idea or procedure, or a significant achievement that results in more efficient operations, increased productivity, improved work processes, savings or reduced costs.

Section Heads wishing to nominate an employee or employee group for a reward under this provision shall complete the *Special Projects/Innovation/Significant Achievement Application* form (attached) to identify the innovation, new or improved procedure, or significant achievement. Section Heads are also required to propose a reward amount, with justification.

This information should be submitted by the Section Head to the Assistant Commissioner for recommendation.

## **C. TRAINING AND CERTIFICATIONS**

Employees are encouraged to obtain additional training and credentials that are job-related or increase job opportunities in the future. To encourage staff development, the DOA recognizes such achievements through monetary rewards. A listing of training/certifications pre-approved by the Deputy Commissioner for rewards under this policy is maintained by Human Resources.

Not all training or certification programs qualify for rewards under this policy. Section Heads must complete and submit the Training and Certification Program Pre-approval Request form (attached) identifying the job-relatedness of the training/certification and benefit to the section. The form should be submitted to Human Resources for processing to the Deputy Commissioner for consideration prior to any request for payment to an employee. If approved, the training/certification and reward amount will be added to the pre-approved list maintained by the OHR.

- 1) Rewards in a lump sum may be made for training that is:
  - Recognized nationally
  - Requires standardized testing
  - Is directly related to the employee's job or job series
- 2) Rewards in a lump sum may be made for attainment of certifications that are:
  - Recognized nationally
  - Require standardized testing
  - Require substantial study time
  - Require a baccalaureate degree or other such prerequisite to apply for the certification
  - Is directly related to the employee's job or job series

Section Heads wishing to nominate an employee for a reward under this provision shall submit a completed *Training and Certification Application* form (attached) to explain the job-relatedness of the training/certification and a proposed reward amount, with justification.

This information should be submitted by the Section Head to the Assistant Commissioner for recommendation.

## **D. EXCEPTIONAL PERFORMANCE**

Exceptional performers are those that consistently exceed expectations, demonstrate initiative, and are integral to the success of their work unit. Employees who receive an overall "Exceptional" performance evaluation may be compensated via a lump sum payment of up to 3% of the employee's base salary, not to exceed \$2,500.00. If the Deputy Commissioner chooses to reward performance evaluations of "Exceptional" in an amount less than 3%, every employee receiving an "Exceptional" rating must receive the same percentage. If granted, rewards for "Exceptional" performance shall be awarded no later than June 30<sup>th</sup> of each year.

**VI. REPORTING REQUIREMENTS:**

Human Resources is required each year to:

- Post this policy in a manner that ensures its availability to all employees.
- Post a listing of all employees who receive payments authorized by this policy and the amounts awarded.
- Submit each year by July 31 a report to the Department of State Civil Service detailing all payments made under this policy.

**VII. VIOLATIONS:**

Employees found to have falsified information in support of a request for a reward under this policy will be subject to disciplinary action, up to and including dismissal.

**VIII. EXCEPTIONS:**

Requests for exceptions to this policy shall be submitted to the Human Resources Director for processing to the Deputy Commissioner for consideration. Such requests shall be justified and supported by appropriate documentation.

**IX. QUESTIONS:**

Questions regarding this policy should be addressed to the Human Resources Director.