

Office of Human Resources
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

DIVISION OF ADMINISTRATION

PERSONNEL POLICY NO. 33

EFFECTIVE DATE: July 1, 2018

PREVIOUS VERSIONS: 5/3/2000 (Original); 5/8/02; 4/9/03; 1/11/06; 6/6/07; 5/7/08;
7/11/2012

SUBJECT: DOA Rewards and Recognition

AUTHORIZATION:


Barbara Goodson, Appointing Authority

I. PHILOSOPHY:

Under the provisions of Civil Service Rule 6.16.1, Rewards and Recognition, the Division of Administration (DOA) Rewards and Recognition Policy acknowledges and rewards exceptional employee performance, professional development, and work related achievement. By formally recognizing the accomplishments of our employees, we acknowledge the individual's value and contribution to the section and the DOA as a whole.

II. POLICY:

It is the policy of the Division of Administration to maintain a program of rewards and recognition for individual employees (or employee groups) for significant work related achievement, which would not ordinarily be required or expected. The rewards may be monetary or non-monetary. If monetary, the reward shall be a lump sum and the reward (or the sum of multiple rewards) shall not exceed a total of 10% of the employee's base salary within a fiscal year. Monetary rewards are not considered base pay and will not be reported to the retirement system. If non-monetary rewards are given to employees, the section head should report to the Office of Human Resources the reward description,

the effective date of the reward, the reason for the reward, and an approximate dollar value of the reward. Rewards granted under this policy will be reported as income as appropriate.

No employee shall receive a reward under this policy during any Performance Evaluation System (PES) rating period in which that employee has an overall rating, which is less than "Successful". If the employee receives a "Successful" or above rating in a subsequent period, he will be eligible to be considered for a reward under this policy. An employee who is "Un-rated" or "Not Evaluated" may be eligible for a reward.

Nominations for rewards will be made by a section head and must be approved by the appointing authority. All rewards shall be dependent upon availability of funding.

III. CRITERIA FOR NOMINATIONS:

Nominations for rewards may be made based on the following:

A. SPECIAL PROJECTS

Rewards not to exceed \$500 may be made for various special projects. Special projects would include outstanding work on a special project that results in a major benefit such as cost savings, service improvement, and improved productivity/efficiency to either the Division of Administration or any of its customers. The proposal must contain an in-depth summary of the project and delineate how the work resulted in a major benefit to the section or the DOA as a whole. The proposal should contain a proposed reward amount and a justification of the amount requested.

Note: The project must not be a regular and recurring responsibility of the employee's position.

Section heads wishing to nominate employees under the special projects provision should submit the following documents to the appointing authority:

- (1) A completed *Special Projects/Innovation/Significant Achievement* application form located on the Office of Human Resources (OHR) website at: http://www.doa.la.gov/Pages/ohr/HCM_Forms.aspx, and
- (2) A completed Personnel Action Request (PAR) form, and
- (3) Any required attachments/documentation.

Employees nominated to receive rewards for special projects must not have been compensated for work on those special projects under any other DOA policy or State Civil Service pay rule (e.g., detail to special duty, premium pay, optional pay, etc.).

B. INNOVATION/SIGNIFICANT ACHIEVEMENT

Rewards not to exceed \$500 may be made for an innovation, development of a new idea/procedure, improvement upon an existing idea/procedure, or a significant achievement that either resulted in savings to the Division through reduced cost, increased productivity, efficiency, or increased client satisfaction. Rewards may be given to individuals or groups. In the case of a group reward, the total reward shall be split among the participants.

The nomination shall contain an explanation of the idea/procedure or significant achievement, as well as a clear representation of the impact, be it fiscal, productivity, or public relations. The proposal shall also contain a recommended reward amount and a justification for the amount requested.

Section heads wishing to nominate employees under the *Innovation/Significant Achievement* provision should submit the following documentation to the appointing authority:

- (1) A completed *Special Projects/Innovation/Significant Achievement* application, and
- (2) A completed Personnel Action Request (PAR) form, and
- (3) Any required attachments/documentation.

An employee or a group of employees nominated to receive rewards for an innovation/significant achievement must not have been compensated for the innovation/significant achievement under any other Civil Service pay rule or DOA policy.

C. EDUCATION/TRAINING AND CERTIFICATION

- 1) Rewards not to exceed \$250 may be made for various training that meets the following criteria:
 - The training is recognized nationally and testing is required, and
 - It must be directly related to the employee's job or job series, and
 - The training is not a part of the Minimum Qualification Requirements for the job or job series, and
 - It cannot be post-secondary higher education, e.g., college hours and/or degrees and courses at secretarial or technical colleges (formerly called vocational-technical schools).
- 2) Rewards of up to \$1000 may be made for attainment of a certification (or the passing of all required tests for an applicant for the Certified Public Accountant status) that meets all the criteria listed in *C.1 above*, if it is nationally recognized and a baccalaureate degree is required to apply for the certification. This reward requires a substantial amount of study and a comprehensive exam. This type of reward may be given only once to an employee.

- 3) Rewards ranging from \$250 up to \$700 may be made for certifications/training not listed in this policy with approval by the appointing authority. The Office of Human Resources will maintain an on-going list of these approved certifications and training.

Rewards for education/training and certification may be made for past, as well as future attainment of education/training credentials. Employees nominated to receive rewards for education/training and certification must not have been previously compensated for that education/training and certification under any other Civil Service pay rule or DOA policy.

Rewards will not be given to employees for education/training and certifications that have been paid for by the agency.

Section heads wishing to nominate employees under the Education/ Training and Certification provision should submit the following documents to the appointing authority:

- (1) A completed *Education/Training and Certification* application form located on the Office of Human Resources (OHR) website at: http://www.doa.la.gov/Pages/ohr/HCM_Forms.aspx, and
- (2) A completed Personnel Action Request (PAR) form, and
- (3) Any required attachments/documentation.

D. EXCEPTIONAL PERFORMANCE EVALUATIONS

Rewards for employees who receive exceptional performance evaluations shall be limited to a lump sum of up to 3% of the employee's base pay, not to exceed \$2,500.00 in a fiscal year. The reward may be less than 3%, but every employee receiving an Exceptional rating must receive the same percentage. The earliest a reward for Exceptional Performance can be disbursed is September 1st of each fiscal year.

Should funding be unavailable in the fiscal year that the exceptional evaluation is received, a nomination may not be submitted for that evaluation in the following fiscal years.

Section heads with employees who receive exceptional ratings should submit a completed Personnel Action Request (PAR) form.

IV. PROCEDURE:

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 section to

determine if funding is available for the reward. The appointing authority will determine approval or disapproval and the amount of any award.

Nominations should be made on the appropriate Rewards and Recognition Application available from the Office of Human Resources, and include all supporting documentation justifying the request.

V. APPLICABILITY:

This policy shall be applicable to all employees in all sections of the Division of Administration, both general and ancillary appropriations.

VI. RESPONSIBILITY:

DEPUTY/ASSISTANT COMMISSIONERS AND EQUIVALENT are responsible for:

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

OFFICE OF HUMAN RESOURCES is responsible for:

Reviewing all requests for rewards and recognition prior to processing the awards.

Maintaining an on-going listing of rewards ranging from \$250 up to \$700 for certifications and training approved by the appointing authority and not specifically listed in this policy and ensuring this listing is available for review.

Maintaining the official supporting documentation and reports for all awards under this policy for a period of five years for the purpose of audits by State Civil Service.

Reviewing the annual rewards and recognition report and certifying that all rewards processed are included on the annual report required by State Civil Service.

Providing a report to State 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.

Providing this policy and future revisions as well as information on rewards, which have been made annually to section heads for posting.

SECTION HEADS are responsible for:

Taking into consideration an employee's performance and the documentation of the PES before recommending an employee for a project that would result in eligibility for a reward.

Ensuring that this policy, as well as any revisions, is posted continually in a manner that assures its availability to all employees in accordance with State Civil Service Rules. Ensuring that the report received from the Office of Human Resources, listing all reward recipients, is immediately posted in the section in an accessible and conspicuous manner and remains posted for at least thirty days.

Evaluating the performance of staff in an equitable and fair manner, to determine if there are employees worthy of nomination for rewards in any applicable category. If such is found, evaluating budget status to determine if funds are available for reward. If funds are available, preparing and submitting the necessary paperwork to nominate the employee(s).

Maintaining a listing of those employees receiving awards, both monetary and non-monetary, the amounts of the awards and the justification for the awards.

Nominating employees for awards in accordance with the policy and not in excess of the stated limits unless the request for an exception to the policy is noted.

EMPLOYEES are responsible for:

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

Submitting requests for awards in accordance with the policy and not in excess of the stated limits unless an exception to the policy is noted.

VII. QUESTIONS:

Questions regarding this policy should be directed to the Office of Human Resources.

VIII. VIOLATIONS:

Employees found to have falsified information required by this policy may be subject to disciplinary action.

IX. EXCEPTIONS:

Requests for exceptions to this policy must be in accordance with State Civil Service Rules and shall be justified, documented, and submitted to the appointing authority for consideration.

Rewards and Recognition
(DOA Personnel Policy No. 33)

Special Projects/Innovation/Significant Achievement Application

Section Name: _____ **Date:** _____

Section Head: _____

Employee Name: _____

Employee Job Title: _____ **ISIS/HR No.:** _____

- 1) Does this employee currently have an overall PES rating of "Successful" or higher?

- 2) What is the nature of the project/innovation/significant achievement and how did the work benefit the DOA or its customers? Provide detailed information of the fiscal impact along with any quantifiable documentation to support the reward nomination (including savings realized, costs avoided, and the value of the increased productivity). Include any documentation that supports this request.

- 3) Reward Amount Requested: _____

- 4) Has this employee previously received compensation under DOA Personnel Policy No. 33, Rewards and Recognition, or any other policy or Civil Service pay rule? If yes, for what effort (special project, training, certification, etc.) was the award given and when was it awarded?

Rewards and Recognition
(DOA Personnel Policy No. 33)

Education/Training and Certification Application

Section Name: _____ **Date:** _____

Section Head: _____

Employee Name: _____

Employee Job Title: _____ **ISIS/HR No.:** _____

- 1) Does this employee currently have an overall PES rating of "Successful" or higher?

- 2) What is the title of the training/education or certification designation held?

- 3) Reward amount requested: _____

- 4) For education/training and certifications, what national organization developed the criteria for or sponsors this training/ education or certification designation?

- 5) Has the employee earned a baccalaureate degree? If yes, from what institution and in what year?

- 6) Was a baccalaureate degree a prerequisite to attainment of this education/training or certification?

- 7) What type of testing is required (or what is the name of the test required) for successful completion of this training/education or certification?

- 8) Is this training/education or certification directly related to the job held by the employee?
- 9) How will this training/education or certification enhance the employee's ability to perform the job?
- 10) Is the training/education or certification required as a part of the Minimum Qualification Requirement as outlined on the Job Specification for the job occupied?
- 11) Is the training/education or certification considered post-secondary higher education, that is, college hours and/or degrees and courses at secretarial or technical colleges (formerly called vocational-technical schools)?
- 12) In order for this application to be considered, the following must be attached (if any of the following documents are unavailable, contact the Office of Human Resources to discuss what alternative information might suffice.)
- A copy of the certification, designation, or award received upon attainment of this training/education or certification. If an official copy of a certificate, designation, or award is not available at the time of this request, a letter from the certifying organization stating the employee has been officially granted the certification but has not yet been awarded a copy of the certificate will be accepted and reviewed by the Office of Human Resources.
 - Information explaining the prerequisites for participation in the training/education or certification process.
 - Information outlining the curriculum or the course of study for the training/education or certification.
- 13) Has this employee previously received compensation under DOA Personnel Policy No. 33, Rewards and Recognition, or any other policy or Civil Service pay rule? If yes, for what effort (training, certification, etc.) was the award given and when was it awarded?
- 14) Was the training/education or certification paid for by the agency? yes ___ no ___