

## **Agency Policy Memorandum**

### **Human Resources No. 1454**

Subject: *Rewards and Recognition Program*

Effective Date: **July 11, 2018**

#### **I. PHILOSOPHY:**

Under the provisions of Civil Service Rule 6.16.1, Rewards and Recognition, the Louisiana Tech University Rewards and Recognition Policy acknowledges and rewards outstanding 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 University as a whole.

#### **II. POLICY:**

It is the policy of the Louisiana Tech University to maintain a program of rewards and recognition for individual employees for significant work related achievement, which would not ordinarily be required or expected. All rewards shall be dependent upon availability of funding.

The rewards may be monetary or non-monetary. If monetary, the sum of rewards under this policy shall not exceed the maximum allowed by State Civil Service 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 description, the effective date of the reward, the reason for the reward, and an approximate dollar value of the reward.

No employee shall receive a reward under this policy during any Performance Planning and Evaluation (PES) rating period in which that employee has a rating, which is less than "Successful". An employee who is "Unrated" or "Not Evaluated" shall be considered to have a "Successful" rating for the purpose of this policy.

#### **III. PROCEDURE:**

A list of all full-time civil service employees who meet the service criteria of 2+ years is obtained from Human Resources. This list will be the pool of nominees for Outstanding Service and Student Outreach Awards.

A list of all full-time civil service employees who meet the service criteria of 5+ years is generated from the list obtained in step 1 above based on hire date. This list will be the pool of nominees for the Loyalty Award.

Nominations for rewards must be submitted using an online Nomination Form provided on the University Senate Awards webpage. The criterion for each award is presented on the Nomination Form.

To ensure availability to all employees, the Rewards and Recognition Policy will be posted on the Louisiana Tech University website under section 1400: Personnel Policies and Procedures.

The names of the rewards recipients and the amounts granted will be publicly posted on the Louisiana Tech University website.

Louisiana Tech University will submit an annual report by July 31<sup>st</sup> to the Department of State Civil Service that will include all payments made to employees under this policy.

#### **IV. APPLICABILITY:**

This policy shall be applicable to all full-time classified employees of the Louisiana Tech University.

#### **V. IMPLEMENTATION**

This policy becomes effective upon the approval of the Louisiana State Civil Service Commission. Subsequent revisions shall become effective on the date the revisions are approved by the Civil Service Commission.

#### **VI. PROVISIONS**

Rewards may be either monetary or non-monetary. No single award, or the sum of multiple awards under this policy, shall exceed the maximum allowed under Civil Service Rule 6.16.1. Non-monetary awards including items like a certificate, plaque, or pin shall not exceed an individual item value of \$100 per instance.

Depending upon available funding, the Appointing Authority for Louisiana Tech University may approve recommendations for the following award categories:

##### **1. Outstanding Service Award—\$1,500 per award**

This award is intended to recognize one classified employee who demonstrated exemplary performance during the year. This employee seeks growth as a professional, and carries out the duties of their job with integrity and dedication. The employee's innovative ideas, suggestions, work procedures, etc., have resulted in a more time-efficient and/or cost effective method of accomplishing their work responsibilities. The recipient is presented a certificate (*approximate value up to \$100*) and a lump sum payment of \$1,500.

##### **Criteria/Eligibility:**

1. Full-time classified employee who has been employed within the university for 2+ years
2. Exhibits superior leadership skills, planning, and organization
3. Favorably represents their office, administrative unit and the university on and off-campus
4. Fosters an atmosphere of cooperation and creativity that contributes to the efficiency and effectiveness of their peers
5. Works well with and builds a strong connection with others
6. Commitment to meeting the needs of students, faculty, and staff

##### **2. Student Outreach Award—\$1,500 per award**

This award is intended to recognize one classified employee who has taken great strides in promoting student success by becoming acclimated and integrated with student life. This employee has shown throughout the year great enthusiasm for the job and a strong drive to provide better services to our students. The recipient is presented a certificate (*approximate value up to \$100*) and a lump sum payment of \$1,500.

##### **Criteria/Eligibility:**

1. Full-time classified employee who has been employed within the university for 2+ years



2. Improves student satisfaction by going above and beyond identified job duties to deliver better services to students
3. Contributes to improve the quality of service to students, faculty and staff by being generally helpful, responding to inquiries in a timely manner, and resolving issues quickly

3. **Loyalty Award—\$1,500 per award**

This award is intended to recognize one classified employee who performance during the year demonstrated extraordinary loyalty, dedication and service to the university, as well as their fellow employees and/or students. This employee goes above and beyond their standard job responsibilities to deliver quality service to

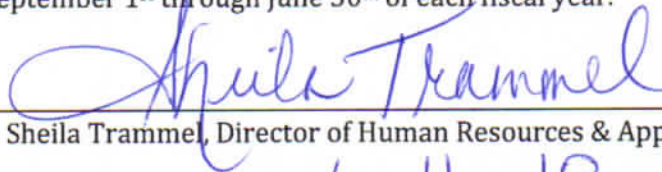
faculty, staff and students. The recipient is presented a certificate (*approximate value up to \$100*) and a lump sum payment of \$1,500.

**Criteria/Eligibility:**

1. Full-time classified employee who has been employed within the university for 5+ years
2. Shows excellence in service and loyalty to the university
3. Collaborates with other departments on campus
4. Commitment to meeting the needs of students, faculty, and staff
5. Exudes Louisiana Tech pride by exhibiting the "Tenets of Tech" (confidence, integrity, respect, etc.)

4. **Awards for Exceptional Performance Rating**

Classified Employees who receive a rating of Exceptional may be eligible for a lump sum payment based on funding being available. Payments for Exceptional Performance are limited to 3%, not to exceed \$2,500 in a fiscal year. The reward may be less than 3%, but every employee receiving an Exceptional rating must receive the same percentage. Rewards under this provision may be disbursed on or after September 1<sup>st</sup> through June 30<sup>th</sup> of each fiscal year.



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Sheila Trammel, Director of Human Resources & Appointing Authority

6-11-18

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Date