


**LOUISIANA STATE UNIVERSITY HEALTH CARE SERVICES DIVISION
BATON ROUGE, LOUISIANA**

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CATEGORY: Human Resources
CONTENT: Employee Rewards and Recognition Program For
Classified and Unclassified Employees
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Interim Chief Executive Officer
LSU Health Care Services Division

10.30.09

Date



Deputy Chief Executive Officer
LSU Health Care Services Division

10/29/09

Date



Director of Human Resources
LSU Health Care Services Division

10/29/09

Date

LSU HEALTH CARE SERVICES DIVISION
REWARDS AND RECOGNITION POLICY AND PROCEDURES
FOR CLASSIFIED AND UNCLASSIFIED EMPLOYEES

I. POLICY STATEMENT

The Health Care Services Division (HCSD) Rewards and Recognition Program provides the agency with a formal tool to acknowledge and reward outstanding employee performance, professional development, and work related achievement. By recognizing the accomplishments of our employees, the HCSD acknowledges the individual's value and contribution to the HCSD.

This policy will adhere to Civil Service Rules 6.16.1 and 6.16.2.

II. APPLICABILITY

This policy applies to all permanent classified employees and regular unclassified employees of the LSU Health Care Services Division (HCSD).

Note: For purposes of this policy, "regular" unclassified employees are defined as monthly unclassified employees and bi-weekly unclassified employees serving in a regular, leave earning, benefits eligible appointment.

All rewards shall be dependent upon availability of funding. Expenditure of funds for this program shall be the responsibility of the Appointing Authority of each Medical Center and/or Headquarters (AKA Business Units).

No employee shall receive a reward under this policy during any Performance Planning and Review (PPR) rating period in which that employee has a rating, which is less than "Meets Requirements". An employee who is "Un-rated" shall be considered to have a "Meets Requirements" rating for the purpose of this policy.

III. IMPLEMENTATION

This policy was approved by the Civil Service Commission on 05/02/07 and will be implemented in HCSD effective 07/01/07. Any subsequent revisions to this policy shall become effective upon approval of the Civil Service Commission and approval of and signature date of the Chief Executive Officer (CEO) of the HCSD.

A. HCSD Headquarters and each Medical Center (AKA Business Units) may choose to implement all award categories or individual award categories. HCSD Headquarters and each Medical Center may only implement award and recognition programs as defined in the HCSD Policy.

- B. Each Business Unit shall develop internal procedures and criteria for implementation by award category. All implementation procedures shall conform to the boundaries established within the HCSD policy.
- C. Expenditures as a result of implementation of the HCSD Rewards and Recognition Policy are the responsibility of each Business Unit.

IV. MONETARY AWARDS

- A. All monetary awards shall be paid as a lump sum and shall not be a part of the employee's base pay.
- B. No single award, nor the sum of multiple awards under this policy, shall exceed the maximum amount allowed by Civil Service rule 6.16(1).
- C. All monetary awards are subject to the usual salary withholdings.
- D. The salary used for award calculations shall be the employee's salary as of the approval date of the award as established by the Appointing Authority.

V. AWARD CATEGORIES

The following categories are available for implementation by Headquarters and each Medical Center (AKA Business Units). Monetary restrictions are included for each category. However, each Business Unit shall develop internal procedures and criteria for implementation by award category.

- A. Service Awards for Longevity - (Award not to exceed \$10 per employee)

These awards may only be granted to an employee with satisfactory full-time service in the HCSD. Employees will be recognized for service in five (5) year increments: e.g. 5, 10, 15, 20, 25, 30, 35, and 40 years. Eligible recipients will be certified by each Business Unit's Human Resources Department as of December 31st of each year.

Service awards may consist of a certificate and/or a lapel pin specific to the facility which may designate the number of years of service.

Service awards will be presented by each Administrator on a yearly basis and may be held in conjunction with Hospital Week Activities.

- B. Employee of the Month – (Award may not exceed \$125 per employee. This includes the cash reward and any cost for optional certificate/plaque, etc.)

Employee will be given a cash award of \$100. Employee may also be recognized with a certificate and/or plaque or any other non-monetary reward such as reserved parking space for the month; picture posted in Business Unit employee area; and/or newsletter feature.

C. Certificates awarded by the Comprehensive Public Training Program (CPTP). Documentation of completion is required prior to any payment. (\$500 for each certification)

1. Certificate for Managing People
2. Professional Certificate
3. Other certifications as designated by CPTP

D. Special Projects; Cost Savings; Innovation (Award may not exceed 10% of employee's salary if submitted and approved for one employee and award may not exceed \$500 per employee if submitted by a group.)

Note: For purposes of this policy, a group will be defined as more than one employee.

Consideration for an award in this category must be submitted for consideration within six (6) months of completion.

Any cost savings must be verifiable and shall include implementation costs, if applicable. Cost savings may be a one time savings or an on-going savings.

Awards in this category may include:

1. Employee or employee groups who have done outstanding work on a special project which has furthered the mission of the HCSD and resulted in a major benefit such as cost saving, service improvement, productivity/efficiency improvement to either the HCSD or any of its customers.
2. Employee or employee groups who either developed a new idea or procedure or improved upon an existing idea or procedure, which has been implemented and has reduced cost, improved morale or increased productivity. The new or improved ideas/procedures shall have resulted in a major benefit to the Business Unit and/or the HCSD.

Awards may not be granted if:

1. Rewards shall not be granted if the employee(s) was compensated under some other pay rule, i.e., detail to special duty, optional pay, etc.
2. Rewards shall not be granted if special project, cost savings, or innovative idea reflects regular and recurring responsibility of the employee's job.
3. Rewards shall not be granted for special projects, cost savings, or innovative idea if the submittal is a portion of a requirement for a certification which may be rewarded under this policy (such as a CPTP certification.)

E. Education/Certification/Training

1. Rewards may be granted for various training that meets all of the following criteria:
 - a. The training is recognized nationally and testing is required
 - b. The training must be directly related to the employee's job or job series
 - c. The training is not a part of the Minimum Qualification Requirements for the job or job series
 - d. The training cannot be post-secondary higher education, i.e., college hours and/or degrees; courses at secretarial or vo-tech/technical schools
2. CPA Certification (Award not to exceed \$1000)

Rewards 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 H. 1 above, if it is nationally recognized and a baccalaureate degree is required to apply for the certification.

3. Certifications (Award not to exceed \$250)

Awards may be granted for certification/training not listed in this policy, but meets all of the criteria listed in H.1 above. Prior approval of the HCSD Human Resources Administration is required. Attachment #1 must be completed and submitted for prior approval.

4. Rewards for education/certification/training may be granted for past, as well as future attainment under this category. Employees nominated to receive rewards for education/training/certification must not have been previously compensated for the education/certification/training under any other Civil Service pay rule or HCSD policy.

VI. Nomination/Award Procedures

A. Completion of a nomination form developed by the Business Unit and submitted according to procedures established within each Business Unit.

B. Award Committee

1. An Award Committee shall be established at each HCSD Business Unit.

2. The Award Committee shall consist of the following members:

- a. Appointing Authority or designee
- b. Department Heads/Executive staff
- c. Other staff as deemed appropriate by Appointing Authority

3. No member of the Award Committee shall be eligible for an individual monetary award. If a member of the Award Committee has been nominated for a group award, he or she shall not participate in the review and selection and the Appointing Authority may designate a substitute.

VII. SELECTION CRITERIA

A. Nominations must be submitted on the required nomination form and in accordance with Business Unit established procedures.

- B. Criteria for selection must be established by the Business Unit Awards Committee for implementation of the following categories to include, but not limited to:
1. Employee of the Month
 - a. Documentation of the employee's accomplishments. Emphasis should be based on performance and accomplishments during the month for which they have been nominated.
 - b. Committee should also consider employee's overall job performance, i.e., dedication, self-motivation, ability to get along with co-workers, conscientiousness, selflessness, produces high quality work no matter the task, goes above and beyond – does not do just his/her job.
 - c. Customer service excellence, special accomplishments and/or significant contributions of a job-related nature, and other awards, recognition, or honors received.
 2. Special Projects/Innovation/Cost Saving
 - a. An in-depth summary of the project and delineate how the work resulted in a major benefit to the Business Unit or the HCSD as a whole.
 - b. A clear description of the new/improved idea/procedure or special project.
 - c. A description of how this furthered the mission of the Business Unit or the HCSD as a whole.
 - d. A description of how this saved money directly through reduced costs or saved money indirectly through improved productivity and efficiency and an estimate of how much money was saved. Description must include implementation costs.
 - e. A recommendation of the amount of award to be given and justification for that amount.
 - f. Award Period – Beginning and ending dates

3. Education/Certification/Training
 - a. Verification that education/certification/training meets criteria outlined in this policy
 - b. Copy of certificate or other documentation
 - c. Documentation that employee was not previously compensated under other Civil Service rules and/or HCSD Policy.

C. Selection Determination

1. Committee members shall consider each nominee's overall qualifications and nomination information received.
2. The Awards Committee shall review each nomination to determine validity. Should additional information be required regarding any nomination, the committee may obtain such from the employee(s), the originator of the nomination, or the employee's supervisor.

VIII. RESPONSIBILITIES

A. HSCD Chief Executive Officer/Human Resource Administrator/ Hospital Administrator

Responsible for ensuring that the Rewards and Recognition Program is implemented and administered consistent with Civil Services rules and HCSD policy.

B. Human Resources Management

1. Serves as a member of the Awards Committee.
2. Responsible for identifying employees eligible to receive Service Awards for Longevity.
3. Responsible for processing and monitoring monetary awards.
4. Maintenance of all awards given (both monetary and non-monetary) during the fiscal year.
5. Submit annual reports to the HCSD Human Resources as required.

C. Employee Recognition Committee

1. Each Business Unit will have its own Awards Committee.
2. The Awards Committee is chaired by either the Administrator or designee to act on his/her behalf.

IX. POSTING REQUIREMENTS

- A. This policy shall be posted on bulletin boards and on available websites at each Business Unit.
- B. Awards received will also be posted in the same manner

X. REPORTS/RECORDKEEPING

- A. All monetary awards shall be reported to HCSD Human Resources Administration by July 15 for the previous fiscal year. Report shall include:
 1. Employee name & SSN
 2. Type of Award Category
 3. Amount of monetary reward – Lump sum amount
 4. Explanation/description of reward/recognition
- B. You are not required to report non-monetary awards.
- C. All records shall be kept for three (3) years – both monetary and non-monetary rewards.

XI. EXCEPTIONS

Any exceptions to this policy shall be submitted to HCSD Human Resources Administration for review and disposition as any change/exception to this policy requires the approval of the Civil Service Commission.

Rewards/Recognition Policy – Certification/Training Award Request Form

Employee Name: _____ **Emp ID:** _____

Business Unit and Dept: _____

Job Title : _____

Certification/Training Reward Being Requested: _____

Reward (Lump Sum) Amt Requested (cannot exceed \$250): _____

To be certified by the Business Unit's Human Resources Department:

Employee meets **all** of the following criteria:

- Training/Certification is recognized nationally and testing is required
- Training/Certification is directly related to employee's job
- Training/Certification is not part of the Civil Service Minimum Qualification Requirements for the job or job series
- Training/Certification is not for college hours/degrees; courses at secretarial or vo-tech/technical schools
- Copy of certificate or other documentation is attached
- Employee was NOT previously compensated under other Civil Service rules and/or HCSD Policy; i.e., hiring rate, optional pay, etc.

Please check the category that applies:

_____ Permanent Classified _____ Bi-weekly Unclassified (must be serving in a regular, leave earning, benefits eligible appointment)
_____ Monthly Unclassified

Comments: _____

Signature/Job Title of HR Staff certifying this section: _____ Date

Signature/approval of Business Unit Appointing Authority/designee that funds are available _____ Date

To be completed by HCSD Human Resources Administration: ___ Approved ___ Disapproved

Signature of HCSD Human Resources Administrator/Designee _____ Date

Comments: _____

*If approved, copy of this approval must be posted on bulletin boards in conspicuous areas available to all employees and on the Business Unit's internal website/intranet, if applicable.