



## Southeastern Louisiana University Rewards and Recognition Program

### Document History

Responsible Administrator: Director of Human Resources

Responsible Office: Human Resources

Approval Date: Summer 2014

Latest Revision: 7/11/18

### Purpose of Policy

This policy applies to classified employees only.

This policy is adopted as a result of the approval of criteria by the State Civil Service Commission establishing Rewards and Recognition Programs (SCS Rule 6.16.1) to compensate classified employees for significant achievements. This policy must be posted in a manner which ensures availability to all employees. A list of all recipients and the awards received shall be posted on the Human Resources website. Awards will be made at the end of each fiscal year for work done in that fiscal year provided funds are available (excluding Exceptional Performance). No single award, nor the sum of multiple awards, shall total more than 10% of any employee's base salary in a fiscal year. At the end of the fiscal year a report, due by July 31, shall be filed with State Civil Service listing all award winners and their awards. The Employee Advisory Committee will review award nominations in order to select the winners. Amounts listed are subject to periodic review and may change in the future depending upon available funding. Upon receiving final approval, the monetary rewards (excluding Exceptional Performance) may be paid in either June or July depending on available funding. If monetary, such rewards must be lump sum and shall not be a part of the employees' base pay (excluding Attainment of Advanced Degree).

Southeastern Louisiana University management fully supports and recognizes outstanding performance and service to the University. Southeastern is committed, insofar as budgetary constraints allow, to improving our recognition and rewards program. The Rewards and Recognition Program include the Awards Program and the Education Rewards Program.

### Policy Procedure

#### **AWARDS PROGRAM**

##### **Disability Awareness Award**

This award is given to a classified employee who has been an active participant in promoting and creating an understanding of and appreciation for disability issues. Employees will be given a plaque valued at \$30.

##### **Diversity Award**

This award is given to a classified employee who has been an active participant in promoting and creating an understanding of and appreciation for multi-cultural issues. Employees given this award will receive a plaque valued at \$30.

##### **Equipment Efficiency Usage Award**

This award is designed to reduce poor equipment usage in areas where costs are higher than normal by encouraging employees to take care of the University's equipment, ensure that it is operated properly, safely, and receives proper maintenance. This award is given to reduce repair and replacement costs. This is a cash award valued at 10% of the documented savings not to exceed 4% of the employee's annual base salary.

## **Innovation**

This award is designed for employees, who have either developed a new idea/procedure or improved upon an existing idea/procedure which has resulted in either a savings to the University through reduced costs or a simplification of procedures resulting in increased productivity or efficiency. This is a cash award valued at up to 5% of the amount saved not to exceed 4% of the employee's base annual salary. Awards may be given to individuals or groups. In the case of a group award, the total award shall be split equally among the recipients.

## **Safety Awards**

These awards are given to reduce worker's compensation costs, improve poor safety records and encourage employees to follow proper safety procedures. Awards may include mugs, caps, pins, and other promotional items and plaques not to exceed a value of \$25 each.

## **Service and Commitment to the University**

05 Years of Service – framed certificate (est. value \$10.00) & lapel pin (est. value \$4.50)  
10 Years of Service – framed certificate (est. value \$10.00) & lapel pin (est. value \$7.50)  
15 Years of Service – framed certificate (est. value \$10.00) & lapel pin (est. value \$10.50)  
20 Years of Service – framed certificate (est. value \$10.00) & lapel pin (est. value \$13.50)  
25 Years of Service – shadow box frame (est. value \$16.00) & medallion (est. value \$25.00)  
30 Years of Service – Southeastern logo watch (est. value \$50)  
35 Years of Service – pendulum wall clock (est. value \$200)  
40 Years of Service – Southeastern blazer or crystal lion (est. value \$175)  
45 Years of Service – Southeastern logo ring (est. value \$150)  
50 Years of Service – drawing and name plate in shadow box (est. value \$200)

## **Special Projects**

Division Heads may submit one (1) proposal to the Employee Advisory Committee to recognize and reward an employee or employee group who has done outstanding work on a special project. This project must not be a regular and recurring part of the employee's position. The project shall have resulted in a major benefit to either the department or division or the University and furthered the mission of the University. The employee(s) affected shall have had a rating of at least Successful on their previous performance evaluation to be considered for this award. The employee(s) must not have been compensated under some other pay rule (such as detail to special duty) for work on the project. The proposal shall contain an in-depth summary of the project and clearly delineate how the work furthered the mission of the University. The proposal shall also contain a proposed award amount and a justification of the amount requested. This is a cash award not to exceed 4% of the employee's annual base salary. Awards may be given to individuals or groups. In the case of a group award, the total award shall be split equally among the recipients.

## **Exceptional Performance**

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. The earliest a reward for Exceptional Performance can be disbursed is September 1.

## **Application procedure for Awards Program**

Safety Awards, Service Awards, and Exceptional Performance recipient lists will be compiled by Human Resources; no application is required.

Any full-time employee may nominate a classified full-time employee for any of the other awards. An employee may also self-nominate. The employee completes the application form attaching supporting documentation, if applicable, and forwards the application to their respective Budget Unit Head. The proposal shall contain an explanation of why the employee should receive the award. For those awards related to cost savings, the idea/procedure implemented as well

as a clear representation of the fiscal impact must also be included. The Budget Unit head shall indicate approval or disapproval on the application and state the recommended award. The application is then forwarded to the appropriate Dean or Division Head, if applicable, for review and approval. The application is then sent to Human Resources for processing. Each application will be reviewed by the Employee Advisory Committee. Employees must receive unanimous approval from the Committee to be considered for an award. The award shall not exceed 10% of the employee's base annual salary. The award amounts must also receive approval from the Vice President for Administration and Finance certifying funding is available.

Unless stated otherwise, applications for awards will be accepted throughout the fiscal year, but must be submitted to Human Resources no later than March 30 of each year to be considered for inclusion in the list to be submitted to Civil Service in June. Any applications received after March 30th will be reviewed the following year. Cash awards (excluding Exceptional Performance) may be paid in June or July depending upon funds available.

### **Selection procedure for Awards Program**

Safety award recipients will be selected by the Human Resources Office Staff taking into consideration accident reports, worker's compensation claims and near miss accident reports.

Service award recipients will be selected by the Human Resources Office Staff based on years of Southeastern service.

Exceptional Performance award recipients will be determined by the Human Resources Office Staff based on the evaluation of the employee's performance. Only employees who receive an Exceptional rating may be eligible for this award.

Recipients of the Equipment, Innovation, Special Projects, Disability, and Diversity awards will be selected by the Employee Advisory Committee after reviewing the nominee's application and supporting documentation.

The names and amounts of awards for classified employees selected to receive cash rewards will be submitted to State Civil Service.

### **Responsibility for Awards Program**

1. Employees are responsible for:
  - a. Completing the applications for awards honestly and to the best of their knowledge;
  - b. Adhering to the requirements outlined in the policy; and
  - c. Complying with all aspects of the policy.
  
2. Budget Unit Heads are responsible for:
  - a. Assuring that each employee under his/her supervision has access to this policy;
  - b. Making an evaluation of the relative worth of the education, training, or certification to the performance of the employee's job and providing that evaluation to the appropriate vice president;
  - c. Providing a recommendation to the Employee Advisory Committee;
  - d. Maintaining appropriate records; and
  - e. Bringing suspected violations to the attention of the appropriate vice president and dealing with violations and complaints in a fair and consistent manner.
  
3. Deans/Directors are responsible for evaluating recommendations received and forwarding them to the Human Resources Office along with a recommendation either supporting or not supporting the nomination.
  
4. Human Resources is responsible for:
  - a. Processing the applications and presenting them to the Employee Advisory Committee; and
  - b. Preparing the list of employees recommended to receive rewards for submission to State Civil Service.

5. The Employee Advisory Committee is responsible for:
  - a. Reviewing the proposals; and
  - b. Evaluating them in preference order by category in a fair and impartial manner.
6. The Vice President for Administration and Finance is responsible for certifying if funds are available to pay the recommended awards.

## **EDUCATION REWARD PROGRAM**

### **Education/Training Credentials**

University management fully supports and encourages participation in job-related education/ training. Southeastern is committed, insofar as budgetary constraints and workload permit, to providing every opportunity for employees to enhance their ability to perform their job duties in their present position and to make them eligible for advancement in their career field. No employee may, in a lifetime, get more than the following cash awards for training: a) one for Certificate for Managing People, b) one for the Professional Certificate, c) one for the Certified Public Manager, and d) no more frequently than once every five years for other training. The University will request approval of the State Civil Service Commission for approval of this policy to pay cash awards, providing funding is available, as outlined below.

1. Upon attainment of a Certificate for Managing People under the Comprehensive Public Training Program (CPTP) by a permanent, fulltime classified employee of the University, an employee is eligible for a one time cash award up to \$500.
2. Upon attainment of a Professional Certificate under the Comprehensive Public Training Program (CPTP) by a permanent, full-time classified employee of the University, an employee is eligible for a one time cash award up to \$500.
3. Upon attainment of either the Professional in Human Resources (PHR) or the Senior Professional in Human Resources (SPHR) Professional Certifications in Human Resources Management by a permanent, fulltime classified employee of the University, an employee is eligible for a one time cash award up to \$1,000.
4. Upon attainment of a Certified Public Manager (CPM) under the Comprehensive Public Training Program (CPTP) by a permanent, fulltime classified employee of the University, an employee is eligible for a one time cash award up to \$1,000.
5. Upon attainment of a Certified Public Accountant (CPA) designation, Certified Internal Auditor (CIA), Certified Fraud Examiner (CFE), or Certified Information Systems Auditor (CISA) by a permanent, full-time classified employee of the University, an employee is eligible for a one time cash award up to \$1,000.
6. Upon attainment of other qualifying education/training certifications or credentials, a permanent, full-time classified employee of the University may be eligible for a one-time cash award up to \$500 provided funds are available.
  - A. Nursing: CHN, Certified College Health Nurse
  - B. Office of Technology:
    - CCP, Certified Computing Professional
    - CNA, Certified Novell Administrator
    - CNE, Certified Novell Engineer
    - MCNE, Master Certified Novell Engineer
    - Oracle 8 Certified Database Administrator
    - CompTIA A+ Certification
    - CCNA, Cisco Certified Network Associate

- C. Purchasing:
  - CPPO, Certified Public Purchasing Officer; National Institute of Governmental Purchasing
  - CPPB, Certified Professional Public Buyer; National Institute of Governmental Purchasing
  - CPM, Certified Purchasing Manager; National Association of Educational Buyers
- D. Administrative Assistant: CPS, Certified Professional Secretary
- E. Mechanics: ASE, Automotive Service Excellence

To be considered for this reward, the education/training must meet the conditions stipulated in the criteria adopted by the State Civil Service Commission. Employees shall use the application to initiate their request for the cash award upon completion of the education/training.

An employee who received a performance rating of unsuccessful/needs improvement at any time during the 3 years prior to submitting an application is ineligible. Once a successful or higher rating is received and maintained for 3 years, the employee regains eligibility for consideration.

Human Resources must verify all credentials prior to granting the reward.

### **Attainment of an Advanced Degree**

In accordance with State Civil Service Rule 6.16(h), Payment for Attainment of Advanced Degree, an appointing authority may approve a base pay increase of up to 10% for a permanent employee who attains a job related Master's degree, Ph.D., or their equivalent from an accredited college or university while employed at the university, provided that the employee was not previously rewarded for attainment of the degree under another rule.

### **Provisions**

1. This policy applies to the job fields listed below. The degree must be in a field related to the position. Examples are listed below, but should not be regarded as a comprehensive list.
  - a. Human Resources: Master or doctorate in Business Administration, Public Administration, Human Resources, or Organizational Psychology
  - b. Information Technology: Master or doctorate in Business Administration, Public Administration, Computer Science, or Information Services/Decision Services
  - c. Accounting: Master or doctorate in Business Administration, Public Administration, Accounting, or Auditing
  - d. Clerical: Master in Business Administration, Public Administration, Computer Science, Information Services/Decision Services
  - e. Grounds keeping: Master in Horticulture or Forestry
  - f. Purchasing: Master or doctorate in Business Administration, Public Administration, or Accounting
  - g. Library Services: Master in Library Science
  - h. Labor, Maintenance, and Skilled Crafts: Master degree in Business Administration, Construction Management, or Industrial Technology
2. The employee must have a current Performance Evaluation System rating of at least Successful.

3. No payment shall exceed the maximum of the employee's pay range. Payments shall not exceed the amounts given to unclassified and faculty employees for educational increments under the ULS Board Policy.
4. This policy shall be posted on the university's website.
5. A listing of all employees who receive increases according to this policy shall be posted in the same manner.
6. A report shall be submitted to State Civil Service on an annual basis reflecting increases given in each fiscal year. This report is due by July 31<sup>st</sup>.

#### **Procedures for the Education Reward Program**

Interested individuals should review this policy to determine if the education and/or training meets the criteria outlined. If the criteria appear to be met, the application form for education reward should be completed. There must be a minimum of 40 hours of class work and/or course work per certificate. It must be directly related to the employee's job. It is not required agency training. The training cannot be part of the minimum qualification requirements for the job. No employee may, in a lifetime, receive more than the following cash rewards for training: a) one for the CST, b) one for the CPM, and c) no more frequently than once every five years for other training. The application form along with copies of any required documentation and information should be submitted to the Budget Unit Head.

The Budget Unit Head shall evaluate the education, training, or certification to determine if it is applicable to the employee's job duties, and if it has the effect of enhancing the employee's ability to do his/her job.

The Budget Unit Head shall sign the application either supporting or not supporting the application for the reward. This recommendation, along with all documentation provided by the applicant, shall be forwarded to the appropriate dean or division head for review, if applicable. The application shall then be forwarded to Human Resources to evaluate the application in light of the criteria outlined in this policy. Human Resources shall prepare the list of employees who have earned qualifying certifications for submission to State Civil Service. This list shall be submitted to the Vice President of Administration and Finance to certify that funds are available for the reward.

Applications will be accepted throughout the fiscal year, but must be submitted to Human Resources no later than March 30<sup>th</sup> of each year. Applications received after March 30<sup>th</sup> will be reviewed the following year.

#### **Responsibility for the Education Reward Program**

1. Employees are responsible for:
  - a. Completing the application honestly and to the best of their knowledge;
  - b. Adhering to the requirements outlined in the policy;
  - c. Complying with all aspects of the policy; and
  - d. Submitting supporting documentation such as copies of certifications earned.
2. Budget Unit Heads are responsible for:
  - a. Assuring that each employee under his/her supervision has access to this policy;
  - b. Making an evaluation of the relative worth of the education, training, or certification to the performance of the employee's job and providing that evaluation to the appropriate dean/director; and
  - c. Maintaining appropriate records.
3. Deans/Directors are responsible for:
  - a. Reviewing the application and indicating their approval or disapproval; and
  - b. Forwarding the application to Human Resources for processing.
4. Human Resources is responsible for:

- a. Processing the application; and
  - b. Reporting the reward to State Civil Service.
5. The Vice President for Administration and Finance is responsible for certifying if funds are available to pay the recommended reward.

**Exceptions**

Any exception to this policy must have the approval of the President of the University or his delegated representative.

**Reference**

State Civil Service Rule 6.16.1  
State Civil Service Rule 6.16(h)

\_\_\_\_\_  
Appointing Authority Signature

\_\_\_\_\_  
Date

**SOUTHEASTERN LOUISIANA UNIVERSITY**

**Application for Reward for Attainment of Education and/or Training Credentials**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Job Title: \_\_\_\_\_

Certification/Advanced Degree Earned: \_\_\_\_\_ Date Earned: \_\_\_\_\_

Issued By: \_\_\_\_\_

Explanation of how the certification is job related and will benefit the University:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Performance Ratings for the Past Three Years:

Year 1: \_\_\_\_\_ Year 2: \_\_\_\_\_ Year 3: \_\_\_\_\_

I certify that the information provided on this application is true to the best of my knowledge.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

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I certify that the information provided on this application is true to the best of my knowledge and that funds are available for this award.

\_\_\_\_\_  
Budget Unit Head Date: \_\_\_\_\_  
Approved \_\_\_ Not approved \_\_\_

\_\_\_\_\_  
Dean/Director Date: \_\_\_\_\_  
Approved \_\_\_ Not approved \_\_\_

\_\_\_\_\_  
Director of Human Resources Date: \_\_\_\_\_  
Approved \_\_\_ Not approved \_\_\_

\_\_\_\_\_  
President for Administration & Finance Date: \_\_\_\_\_ Vice  
Approved \_\_\_ Not approved \_\_\_

***Please attach a copy of the Certification to this application form.***