

POLICY STATEMENT

NO. 3 20.00

Coordinated By: Department of Human Resource Management

Effective: June 1, 2008

Subject: Rewards and Recognition Program for Classified Employees
Certification in Field

I. PHILOSOPHY:

Under the provisions of Civil Service Rule 6.16.1, Rewards and Recognition, the LSUS Rewards and Recognition Policy acknowledges and rewards outstanding performance, professional development, and work related achievement by classified employees. By formally recognizing the accomplishments of our employees, we acknowledge the individual's value and contribution to their department and to LSUS as a whole.

II. POLICY:

It is the policy of LSUS to maintain a program of rewards and recognition for employees who achieve a certification in their field, which would not ordinarily be required or expected. The reward shall be a one-time monetary award, not to 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. All rewards shall be dependent upon availability of funding. Should funding be unavailable in a fiscal year, the employee's nomination may be submitted in following fiscal years.

No employee shall receive a reward under this policy during any Performance Planning and Review (PPR) rating period in which that employee has an overall rating, which is less than "Meets Requirements". If the employee receives a "Meets Requirements" or above rating in a subsequent period, he/she will be eligible to be considered for a reward under this policy. An employee who is "Un-rated" shall be considered to have a "Meets Requirements" rating for the purpose of this policy.

Nominations for rewards will be made by the employee's immediate supervisor and follow the procedure listed below.

III. CRITERIA FOR NOMINATIONS FOR EDUCATION/TRAINING AND CERTIFICATES:

Rewards not to exceed 10% of the employee's base salary may be made for various certifications that meet the following criteria:

- The certification is recognized nationally and testing is required
- It must be directly related to the employee's job or job series
- The training is not a part of the Minimum Qualification Requirements for the job or job series
- 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).

This type of reward may be given only once to an employee per certification.

Rewards for certification may be made for past, as well as future attainment of certifications. The certifications must have been obtained while being employed by LSUS. Employees nominated to receive rewards for certification must not have been previously compensated for that certification under any other Civil Service pay rule, e.g. extraordinary qualifications.

Supervisors wishing to nominate employees should submit the following documents as part of the nomination package.

- (1) A completed *Certification* application (Appendix A of this policy)
- (2) A completed PER-1 form
- (3) Any required attachments/documentation.

IV. PROCEDURE:

Nominations for rewards must be approved by and submitted by the employee's supervisor and/or Dean/Director, approved by their Vice Chancellor and forwarded to the Chancellor (Campus Head and Appointing Authority) for approval along with a recommended amount of the reward. The Director of Human Resource Management will verify that the candidate for the award meets the criteria of this policy. Initially, the supervisor making the nomination should review the available budget for his/her department to determine if funding is available for the reward.

V. APPLICABILITY:

This policy shall be applicable to classified employees at LSUS. Unclassified employees and faculty shall be compensated through normal compensation procedures.

VI. RESPONSIBILITY:

The Office of Human Resource Management shall compile an annual report of all rewards and recognition and supply it to all department heads for posting. This policy shall remain posted on the LSUS website for all employees.

Each employee's supervisor shall be responsible for the nomination and processing of Reward and Recognition for their employees. The Office of Human Resource Management will not compile nor make recommendations of any reward or recognition outside the HRM employees.

The supervisor shall review the employee's most recent PPR document and ensure the employee has an appropriate rating prior to recommending reward or recognition.

VII. QUESTIONS:

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

Approved on June 4, 2008 by

Michael T. Ferrell, Vice Chancellor of Business Affairs
Vincent J. Marsala, Chancellor

Approved by Civil Service Commission
August 20, 2008

Appendix A
Rewards and Recognition Request

Certification Application

Department: _____ **Date:** _____

Supervisor's Name _____

Employee Name: _____

Employee Job Title: _____ **PID:** _____

- 1) Does this employee currently have an overall PPR rating of "Meets Requirements" or higher?
- 2) What is the title of the certification designation earned by the employee?
- 3) What national organization developed the criteria for or sponsors this certification designation?
- 4) What was required of the employee in order to earn the certification (time, training, test, qualifications)?
- 5) Is this certification mandatory for the employee's job specifications?
- 6) Is this certification job-related? Please explain how the employee will use the knowledge gained in this certification in their current job duties.
- 7) 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)?
- 8) Has this employee previously received compensation under LSUS policy 3.20.00, 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?

Reward amount requested: _____

Please attach

- 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 Resource Management
- 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.

Approvals:

Supervisor

Date

Director/Chair/Dean

Date

Vice Chancellor

Date

Director Human Resources

Date

Chancellor

Date