

PERSONNEL POLICY MANUAL

LETA		Policy No. 18
Section:		EFFECTIVE: 07/28/2011
Subject:	Rewards and Recognition	REVIEW:
Source:	Executive Director	REVISION: 09/07/2011
		REVISED: 11/13/2015

PURPOSE:

Under the provisions of Civil Service Rule 6.16.1, Rewards and Recognition, the Louisiana Educational Television Authority (LETA) 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 section and LETA as a whole.

This policy has been established to provide a mechanism to encourage employees to present quality programs and service by recognizing and rewarding employees whose professional/personal growth has enhanced our ability to fulfill our mission.

POLICY

It is the policy of the Louisiana Educational Television Authority (LETA) to follow Civil Service rules in granting pay for classified employees for significant work related achievement, which was not a job related requirement or expectation.

Provided that the funding is available, LETA will consider rewarding and recognizing an individual employee or employee groups for significant achievement. Such rewards may be either monetary or non-monetary. If monetary, such rewards shall not exceed a total of 10% of the employee's base salary within a fiscal year. Monetary rewards shall not be a part of the employee's base pay, but rather shall be a lump sum reward.

No employee shall receive a reward under this policy during any Performance Evaluation System (PES) rating period in which that employee has a 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 a department head and must be approved by the Appointing Authority, with the exception of rewards for Training/Education and Certification, and the Retirement Recognition Reward, rewards will be made for efforts expended after the implementation of this policy.

RETIREMENT AFTER SERVICE WITH LA EDUCATIONAL TELEVISION AUTHORITY

Employees who retire from State service under the Louisiana State Employees' Retirement System or Teachers' Retirement System while an employee of the LA Educational Television Authority will receive a retirement plaque.

COMMITMENT TO THE AGENCY:

Department heads may recognize employees for years of service to LETA through non-monetary awards according to the following:

- 1) One year of service – Silver & Blue twist ink pen**
- 2) Five years of service –Blue Tumbler**
- 3) Ten years of service – Padfolio**
- 4) Fifteen years of service – Black, Blue or Red Tailgate Pack**
- 5) 20 -25 years of service-Gray Luggage Set**

EDUCATION/TRAINING AND CERTIFICATION

- 1) Rewards not to exceed 4% 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 can be for 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 4% 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 #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 comprehensive exam. This type of reward may be given only once to an employee.
- 3) Rewards not to exceed 4% may be made for attainment of the following Comprehensive Public Training Program (CPTP) certificates:
 - a. Certified Public Manager (CPM)
 - b. Certificate in Supervisory Techniques (CST)
 - c. Certificate for Building Effective Teams
 - d. Certificate for Managing People

- e. Certificate for Managing Work
- f. Certificate for Advanced Managerial Skills
- g. Teaching and Learning Certificate
- h. Society of Human Resources Association (SHRMA) Certification

Note: No more than one certificate will be eligible for reward within a fiscal year period (no retro awards will be allowed in the prior year).

The maximum total reward an employee shall be given for earning more than one CPTP certification per fiscal year shall be 4% of base salary. Employees are not eligible for nominations to receive reward money until all required coursework, testing, and completion of the certificate project is approved and designated as complete by the section head and/or manager and the CPTP Policy Board.

PROCEDURE:

Nominations for rewards must be approved by and submitted by a department head to the Appointing Authority along with a recommended amount up to 4% for the reward. Initially, the department head making the nomination should review the available budget for his/her section to determine if funding is available for the reward. If funding is not available in the department's budget, the department head should request funding from the Appointing Authority when submitting the nomination. 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 Human Resources office. The nomination should include a completed Personnel Action form (PAR) along with supporting documentation justifying the request.

APPLICABILITY:

This policy shall be applicable to all employees in all division of the LETA administration.

RESPONSIBILITY:

APPOINTING AUTHORITY is responsible for:

Holding department heads under his/her supervision accountable for adhering to all aspects of this policy.

OFFICE OF HUMAN RESOURCES is responsible for:

Maintaining an ongoing listing of rewards 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 Civil Service.

Providing this policy and future revisions as well as information on rewards, which have been made annually to department head's for posting.

DEPARTMENT HEADS are responsible for:

Taking into consideration an employee's performance and the documentation of the Performance, Planning and Review (PPR) before recommending an employee for a reward.

Assuring that this policy, as well as any revisions, is posted continually in a manner that assures its availability to all employees in accordance with Civil Service Rules. Assuring that the report received from the agency human resources, listing all reward recipients, is immediately posted in the department 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). If funds are not available, preparing and submitting the necessary paperwork to nominate the employee(s), *including a request for the appointing authority if funds are available.*

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 employee(s) 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 department head any effort on his/her 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.

QUESTIONS:

Questions regarding this policy should be directed to the human resources department.

VIOLATIONS:

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

EXCEPTIONS:

Requests for exceptions to this policy shall be justified, documented and submitted to the Appointing Authority for consideration.

Such reward and recognition programs shall be implemented in accordance with written policies and procedures established by each department. Such policies must receive advance approval from the Civil Service Commission and shall be posted in a manner that assures their availability to all employees. Such policies shall also include the public posting of all reward recipients.