



# Southeastern Louisiana University

## Rewards and Recognition Policy

*Classified Employee Handbook*  
*Part III. Policies Governing Employment of Classified Employees*  
*Section J. Rewards and Recognition Policy*

**SUBJECT: Rewards and Recognition Program**  
**EFFECTIVE DATE: April 1, 2004**

**Rev. 8/15/08**

### **AUTHORITY: Civil Service Rule 6.16. and ULS Board Rules**

This policy is adopted as a result of the approval of criteria by the Civil Service Commission establishing Rewards and Recognition Programs to compensate classified employees for significant achievements. A list of all recipients and the awards received shall be posted on the bulletin board in the Human Resources Office (Building NC-HR) and on the Human Resources Office Home Page. Awards will be made at the end of each fiscal year for work done in that fiscal year provided funds are available. No single award, nor the sum of multiple awards, shall total more than 4% of any employee's base salary in a fiscal year. At the end of the fiscal year a report shall be filed with the Department of 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 may be paid in either June or July depending on available funding. The University may present awards as follows.

### **I. POLICY:**

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 which is outlined in the University's Strategic Plan, "**Strategic Priority 4. To recruit, retain, develop, and engage a diverse and well-qualified faculty and staff.**" To that end we have developed the following awards.

#### **Disability Awareness Award**

This award is given to the 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 the classified employee who has been an active participant in promoting and creating an understanding of and appreciation for multi-cultural issues. This is in line with the University's Strategic Action Plan, Strategy 3.2, which states, "The University will attract and retain diverse faculty and staff." 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, make sure it that it is operated properly, safely, and receives proper maintenance. This award is given in order 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. An employee may be nominated for an award of up to 5% of the amount saved (amount 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**

5 Years of Service C framed certificate (est. value \$10.00) & lapel pin (est. value \$4.50)  
10 Years of Service C framed certificate (est. value \$10.00) & lapel pin (est. value \$7.50)  
15 Years of Service C framed certificate (est. value \$10.00) & lapel pin (est. value \$10.50)  
20 Years of Service C framed certificate (est. value \$10.00) & lapel pin (est. value \$13.50)  
25 Years of Service C shadow box frame (est. value \$16.00) & medallion (est. value \$25.00)  
30 Years of Service C Southeastern Logo Watch (est. value \$50)  
35 Years of Service C Pendulum wall clock (est. value \$200)  
40 Years of Service C Southeastern Blazer or Crystal Lion (est. value \$175)  
45 Years of Service C Southeastern Logo Ring (est. value \$150)

### **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 "**Meets Requirements**" on their previous performance review in order 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.

## **I. APPLICATION PROCEDURE**

Service Awards and Safety Awards recipient lists will be compiled by the Human Resources Office - 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 the Human Resources Office 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 4% of the employee's base annual salary. The award amounts must also receive approval from the Vice President for Administration & Finance, as the Chief Financial Officer, certifying funding is available.

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

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

2. Service award recipients will be selected by the Human Resources Office Staff based on years of SLU service.
3. 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.
4. 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.
5. The names and amounts of awards for classified employees selected to receive cash rewards will be submitted to Civil Service.

### **IV. RESPONSIBILITY:**

1. **Employees** are responsible for:
  - Completing the applications for awards with honesty to the best of their knowledge
  - Adhering to the requirements outlined in the policy
  - Complying with all aspects of the policy
2. **Budget Unit Heads** are responsible for the following:
  - Assuring that each employee under his/her supervision receives a copy of this policy, documenting receipt by having the employee sign a file copy
  - 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
  - Providing a recommendation to the Employee Advisory Committee
  - Maintaining appropriate records
  - Bringing suspected violations to the attention of the appropriate vice president and dealing with violations and complaints in a fair and consistent manner

3. **Division Heads/Deans** 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 Office** is responsible for:
  - Processing the applications and presenting them to the Employee Advisory Committee
  - Preparing the list of employees recommended to receive rewards for submission to the Civil Service
5. **Employee Advisory Committee** is responsible for:
  - Reviewing the proposals
  - Evaluating them in preference order by category in a fair and impartial manner
6. **Vice President for Administration & Finance** is responsible for:
  - Certifying if funds are available to pay the recommended rewards

**I. Premium Pay for Attainment of Education and/or Training Credentials**

**1. Training Credentials - Authority Civil Service Rules 6.16 (a)**

**POLICY** - This policy is adopted as a result of the approval of criteria approved by the Civil Service Commission for using premium pay to compensate classified employees for the attainment of education/training credentials.

University management fully supports and encourages participation in job-related education/training. SLU 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 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, full-time 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, full-time 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, full-time 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. **Certifications in Nursing**
    0. **CHN** - Certified College Health Nurse
  - B. **Certifications in Computing Services**
    1. **CCP** - Certified Computing Professional
    2. **CNA** - Certified Novell Administrator
    3. **CNE** - Certified Novell Engineer
    4. **MCNE** - Master Certified Novell Engineer
    5. Oracle 8 Certified Database Administrator
    6. **CompTIA** – A+ Certification
    7. **CCNA** – Cisco Certified Network Associate
  - C. **Professional Certifications in Purchasing**
    1. **CPPO** - Certified Public Purchasing Officer -National Institute of Governmental Purchasing
    2. **CPPB** - Certified Professional Public Buyer- National Institute of Governmental Purchasing
    3. **CPM** - Certified Purchasing Manager - National Association of Educational Buyers
  - A. **Secretarial Certifications**
    1. **CPS** - Certified Professional Secretary
  - B. **Mechanic Shop Certifications**
    1. **ASE** – Automotive Service Excellence

To be considered for premium pay, the education/training must meet the conditions stipulated in the criteria adopted by the Civil Service Commission. Employees shall use the attached application to initiate their request for the cash award upon completion of the education/training. Each application will be evaluated on the following criteria:

How the credential relates to the employee's current job (Is it job related?)  
 Worth of the credential to the goals of the University

Performance ratings for the previous 3 years<sup>1</sup>  
Current budget situation

The Human Resources Office must verify all credentials prior to granting the premium pay.

## **2. Premium Pay for Attainment of an Advanced Degree** Authority Civil Service Rules 6.16 (h)

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 a University policy has been approved by the Civil Service Commission and the employee was not previously rewarded for attainment of the degree under another rule.

### **B. PROCEDURE:**

Interested individuals should study Civil Service General Circular 1273 to determine if the education and/or training meets the criteria outlined. If the criteria appear to be met, the application form for premium pay should be completed. For example, the training is recognized nationally and testing is required. 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, get more than the following cash awards 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 premium pay. 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 the Human Resources Office to evaluate the application in light of the criteria outlined in General Circular 1273 as well as the duties outlined in the position description (SF-3). The Human Resources Office shall prepare the list of employees who have earned qualifying certifications for submission to the Civil Service. This list shall be submitted to the Vice President of Administration and Finance, as the Chief Financial Officer, to certify that funds are available for the premium pay.

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

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1. An employee who received a performance rating of poor or needs improvement at any time during the 3 years prior to making application is ineligible. Once a satisfactory or higher rating is received and maintained for 3 years, the employee regains eligibility for consideration.

**C. RESPONSIBILITY:**

**Employees** are responsible for:

- Completing the application for premium pay with honesty to the best of their knowledge
- Adhering to the requirements outlined in the policy and complying with all aspects of the policy
- Submitting supporting documentation such as copies of certifications earned

**Budget Unit Heads** are responsible for:

- Assuring that each employee under his/her supervision receives a copy of this policy, documenting receipt by having the employee sign a file copy
- 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 or division head
- Maintaining appropriate records

**Division Heads/Deans** are responsible for:

- Reviewing the application and indicating their approval or disapproval
- Forwarding the application to the Human Resources Office for processing

**Human Resources Office** is responsible for:

- Processing the application and reporting the premium pay to Civil Service

**Vice President for Administration & Finance** is responsible for:

- Certifying that funds are available for the payment of premium pay

**IV. EXCEPTIONS:**

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

**V. QUESTIONS:**

Questions regarding this policy should be directed to the Human Resources Office.

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Randy Moffett  
President

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Date

**Application for Premium Pay 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: \_\_\_\_\_

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 \_\_\_ Disapproved \_\_\_

Division Head or Dean \_\_\_\_\_ Date: \_\_\_\_\_ Approved \_\_\_ Disapproved \_\_\_

Human Resources Office \_\_\_\_\_ Date: \_\_\_\_\_ Approved \_\_\_ Disapproved \_\_\_

\_\_\_\_\_ Date \_\_\_\_\_ Approved \_\_\_ Disapproved \_\_\_

Vice President for Administration & Finance

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

## **PAY FOR ATTAINMENT OF AN ADVANCED DEGREE**

Effective May August 20, 2008, Southeastern Louisiana University will adhere to the following policy concerning attainment of an advanced degree according to Civil Service Rule 6.16(h). The Department may approve a base pay increase of up to 10% for an employee who attains a Master's Degree or a PhD. from an accredited college or university while employed at the University. Southeastern will consider similar payment for current employees who have attained a Master's degree or PhD. while employed at the University before the effective date of this policy if they were not previously rewarded for attainment of the degree under another Chapter 6 rule.

## **APPLICABILITY**

This policy shall apply to all Southeastern Louisiana University permanent employees in the subject jobs.

## **IMPLEMENTATION**

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

## **PROVISIONS**

1. This policy shall apply to jobs in the following areas:
  - Human Resources
  - Information Technology
  - Accounting
  - Clerical
  - Grounds - Horticulture
  - Purchasing
  - Library Services
  - Labor, Maintenance & Trades
2. The degree must be in a field related to the job and/or the position. Examples are as follows:
  - a) Human Resources – Master's or Doctorate in Business Administration, Public Administration, Human Resources, Organizational Psychology
  - b) Information Technology – Master's or Doctorate in Business Administration, Public Administration, Computer Science, Information Services/Decision Services
  - c) Accounting – Master's or Doctorate in Business Administration, Public Administration, Accounting, Auditing
  - d) Clerical – Master's in Business Administration, Public Administration, Computer Science, Information Services/Decision Services
  - e) Grounds – Masters in Horticulture or Forestry
  - f) Purchasing - Master's or Doctorate in Business Administration, Public Administration, Accounting
  - g) Library Services – Master's degree in Library Science
  - h) Maintenance – Master's degree in Business Administration, Construction Management, or Industrial Technology.
3. The employee must have a current PPR rating of at least Meets Requirements.
4. 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.
5. This policy shall be posted in the Human Resources Office as well as the and on the University website.

6. A listing of all employees who receive increases according to this policy shall be posted in the same manner.
7. A report shall be submitted to the Civil Service Commission on an annual basis reflecting increases given in each fiscal year.

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