


LDH Employee Recognition and Rewards

	Louisiana Department of Health (LDH)	
	Policy Number	52.2
	Content	Provides guidelines for recognizing and/or rewarding employees for significant achievements in accordance with Civil Service Rule 6.16.1
	Effective Date	July 8, 2020
	Inquiries to	Office of Management and Finance Division of Human Resources, Training & Staff Development P.O. Box 4818 Baton Rouge, LA 70821-4818 (225) 342-6477 FAX (225) 342-6892

If there is a discrepancy between an LDH Policy and a Program Office or facility policy, the LDH policy shall govern/overrule/supersede the conflicting section within the Program Office or facility policy.

I. POLICY STATEMENT

It shall be the policy of The Louisiana Department of Health (LDH) to recognize and/or reward LDH employees for significant achievements. Recognition and rewards shall be administered in accordance with Civil Service Rule 6.16.1, the Code of Governmental Ethics, all other applicable laws, including the 1974 LA Constitution. This policy shall be applied without regard to race, sex, political or religious beliefs.

II. APPLICABILITY

This policy applies to all classified employees of LDH.

III. EFFECTIVE DATE

The effective date of this revised policy is July 8, 2020.

The appointing authority for each office, region, and facility within LDH shall be responsible for implementing this policy within his/her jurisdiction recognizing individual and team achievements. "Appointing authority" means an officer or employee authorized by statute or by lawfully delegated authority to make appointments to positions in the State Service.

IV. POLICY PROVISIONS

- A. Appointing authorities shall recognize their employees in accordance with this policy and may reward them as merited when funding is available.
- B. This policy shall be posted both in the human resources office and in at least one other conspicuous place. A list of all award recipients and the awards received shall be posted in the same manner at the end of each fiscal year.
- C. Individuals receiving awards must be currently employed with LDH when they receive their awards.
- D. An employee cannot be rewarded for accomplishments prior to the effective date of this policy.
- E. Rewards may be monetary or non-monetary. Monetary awards shall be a lump sum award. No single award, nor sum of multiple awards given in a fiscal year, shall exceed the maximum allowed under Civil Service Rule 6.16.1.
- F. Rewards and recognition
 - 1. Commitment to the agency
 - 2. Appointing authorities may recognize and/or reward their employees for their years of service. **Awards may also be given upon Retirement.**
 - a) Five (5) years of service--certificate and/or ribbon (value not to exceed \$15).
 - b) Ten (10) years of service--certificate and/or ribbon (value not to exceed \$15).
 - c) Fifteen (15) years of service--certificate and/or ribbon (value not to exceed \$15).

d) Twenty (20) years of service--certificate and/or ribbon (value not to exceed \$15) and/or a service pin (value not to exceed \$100). The service pin shall identify the employee's association with the State of Louisiana.

e) Twenty-five (25) years of service--certificate and/or ribbon (value not to exceed \$15) and/or a service pin (value not to exceed \$100). The service pin shall identify the employee's association with the State of Louisiana.

f) Thirty (30) years of service--certificate and/or ribbon (value not to exceed \$15) and a service pin, and/or plaque (value not to exceed \$125). The service pin, and/or plaque shall identify the employee's association with the State of Louisiana.

g) Retirement from the LDH—certificate and/or ribbon (value not to exceed \$15), and/or a service pin and/or plaque (value not to exceed \$125). The service pin and/or plaque shall identify the employee's association with the State of Louisiana.

3. Training and credentials

Appointing authorities should encourage their employees to obtain additional education/training related to their current positions and may reward them for their achievements if funding is available.

- a) State of Louisiana Comprehensive Public Training Program (CPTP) Certifications - lump sum payment (not to exceed the recommended rate set by the Department of Civil Service). No employee may receive more than one award for the same training/certification in a lifetime.
- b) Other eligible training - lump sum payment (not to exceed \$250). An employee may only be rewarded once every five years under this provision.

The training must meet the following criteria:

- i. Be nationally recognized and require testing.
- ii. Be job related.
- iii. Cannot be required by the agency.
- iv. Cannot be part of the minimum qualification requirements for the job.
- v. Cannot be post-secondary higher education, e.g., college hours and/or degrees or courses at secretarial or technical colleges or vocational-technical schools.

c) Special credentials/certification (example: CPA) - lump sum payment (not to exceed \$1000). An employee may only be rewarded once under this provision.

The special credentials/certification must meet the following criteria.

- i. Be nationally recognized and require testing.
- ii. Requires a minimum of 40 hours of class work and/or course work.
- iii. Be job related.
- iv. Cannot be required by the agency.
- v. Cannot be part of the minimum qualification requirements for the job.
- vi. Cannot be post-secondary higher education, e.g., college hours and/or degrees or courses at secretarial or technical colleges or vocational-technical schools.
- vii. Can only be earned after the attainment of a baccalaureate degree.

4. Certified First Responder

Appointing authorities should recognize their employees for their service to the Department/Office as Certified First Responders. They may also reward their employees for obtaining their certification with a lump sum payment (not to exceed \$250). No employee may receive more than one award for this certification in a lifetime.

5. Innovation and initiative

The following employees shall be recognized and may receive an award if funding is available. No single award, nor sum of multiple awards given in a fiscal year, shall exceed the maximum allowed under Civil Service Rule 6.16.1.

- a) Employees who have either developed a new idea/procedure or improved upon an existing procedure which has been implemented and reduced cost, increased productivity, or reduced accidents.
 - i. Certificate and/or ribbon (value not to exceed \$15).
 - ii. Name plate on plaque or plaque (value not to exceed \$50).
 - iii. Money (lump sum payment not to exceed the maximum allowed by the Department of Civil Service).

- b) Employees who have, on their own initiative, provided special service to clients or the public beyond the scope of their normal job duties but within the bounds of the code of ethics.
 - i. Reserved parking space for a limited period of time (no cost).
 - ii. Certificate and/or ribbon (value not to exceed \$15).
 - iii. Name plate on plaque or plaque (value not to exceed \$50).

iv. Money (lump sum payment not to exceed \$50).

6. Employee of the month/quarter

Employees who have demonstrated excellence in customer service, outstanding work habits and professional courtesy.

- a) Reserved parking space for a limited period of time (no cost).
- b) Certificate and/or ribbon (value not to exceed \$15).
- c) Name plate on plaque or plaque (value not to exceed \$50).
- d) Money (lump sum payment not to exceed \$50).

7. Safety Recognition Reward

Employees who are designated LDH Safety Coordinators per their SF-3 over general safety in the LDH and are recertified and/or passed an agency audit may be eligible for a lump sum not to exceed \$200.

a) Definitions

Annual/Year – Refers to the Loss Prevention audit period of twelve months commencing July 1 of each year.

Safety Coordinator - Employee appointed by an Assistant Secretary/Director to implement and manage his/her Offices/Bureau/Division safety program. The Safety Coordinator is the liaison between the Assistant Secretary/Directors and the LDH Safety Manager.

LDH Safety Manager – Individual appointed by the Undersecretary, or their designee, to develop, implement and manage the Safety Program of the LDH with the authority of the Appointing Authority.

b) Eligibility Criteria and Restrictions

- i.) The employee must have served as Safety Coordinator for a period of at least 6 months prior to the audit by the Office of Risk Management (ORM) and,
- ii.) The employee must have timely submitted all documents and reports requested/required, and have met all recordkeeping requirements as delineated by the LSH Safety Manager, and
- iii.) The employee must have passed the ORM's annual agency re-certification review or agency audit with a score of 97 or higher, and

- iv.) The employee must attend mandatory training as determined by the LDH Safety Manager.

8. Special Projects

Outstanding work on a special project that results in a major benefit to either the Department, Office or Division. The project must not be a regular and recurring responsibility of the employee's position.

V. EXCEPTIONS

An Assistant Secretary or equivalent may request an exception to the approved policy, as long as it is in compliance with Civil Service Rules and Policy standards. All exceptions must be approved by the LDH Secretary.

VI. PROCEDURES

- A. The Human Resource Director shall post this policy in the human resource office and in at least one other conspicuous place.
- B. Rewards and Recognition
 - 1. Commitment to the agency
 - a) The human resource office shall provide the appointing authority with a list of eligible employees and appropriate awards.
 - b) The appointing authority (or designee) shall:
 - i. approve, disapprove, or modify the awards;
 - ii. certify in writing that funds are available to reward the employees;
 - iii. notify the Human Resource Director of his/her decision in writing.
 - c) The human resource office shall post a list of all recipients and the awards received annually both in the human resource office and in another conspicuous place.
 - 2. Training and Credentials
 - a) An employee may submit a written request to the human resource office for a reward for training and attainment of credentials. The request must include a statement certifying that he/she has not been previously rewarded for this specific education/training.
 - 3. CPTP Certification

The employee must submit a copy of the appropriate certificate confirming the completion of the required CPTP courses or a letter from the CPTP office stating that

the employee has completed the required training and has received his/her certification.

4. Other eligible training/special credentials
 - a) It is the employee's responsibility to demonstrate that the request meets the criteria for approval by producing the proper documentation, such as original certificates, written descriptions of training or other pertinent items.
 - b) The Human Resource Director shall forward the request to the appointing authority or Undersecretary or Assistant Secretary (or designee) if the request satisfies the applicable criteria.
 - c) The appointing authority/Undersecretary/Assistant Secretary (or designee) shall:
 - i. approve, disapprove, or modify the reward;
 - ii. certify in writing that funds are available to reward the employee;
 - iii. notify the Human Resources Director of his/her decision in writing.
 - d) The Human Resources Director shall:
 - i. notify the employee in writing;
 - ii. notify the payroll office of all monetary awards in writing by providing a copy of the notification received from the appointing authority/Undersecretary/Assistant Secretary (or designee); and
 - iii. post a list of all recipients and the awards received annually both in the human resource office and in another conspicuous place.

5. Certified First Responder
 - a) An employee currently serving as a First Responder for LDH may submit a written request to the human resource office for a lump sum payment for certification as a First Responder.
 - i. The request must include a statement certifying that he/she has not been rewarded for this specific certification previously.
 - ii. The employee must submit a copy of the appropriate certificate confirming the completion of the required courses or a letter from the Director of the Bureau of Emergency Medical Services (or other certifying agency) stating that the employee has completed the required training.
 - b) The Human Resources Director shall forward the request to the appointing authority/Undersecretary/Assistant Secretary (or designee) if the request satisfies the applicable criteria.
 - c) The appointing authority/Undersecretary/Assistant Secretary (or designee) shall:
 - i. approve, disapprove, or modify the reward;
 - ii. certify in writing that funds are available to reward the employee; and
 - iii. notify the Human Resource Director of his/her decision in writing.
 - d) The Human Resource Director shall:
 - i. notify the employee of the decision made;

- ii. notify the payroll office of approved monetary awards in writing by providing a copy of the notification received from the appointing authority/Undersecretary/Assistant Secretary (or designee);
 - iii. maintain records of all award recipients; and
 - iv. post a list of all recipients and the awards received annually both in the human resource office and in another conspicuous place.

- 6. Innovation and initiative
 - a) The division director/departmental head (or equivalent) shall review proposals and submit to the Human Resources office those worthy of further review.
 - b) The Human Resources Director shall:
 - i. Review proposals submitted and determine what type of award is merited.
 - a. Non-monetary
 - b. Monetary
 - ii. Make a recommendation to the Appointing Authority, Undersecretary or Assistant Secretary (or designee).
 - c. The Appointing Authority/Undersecretary/Assistant Secretary (or designee) shall:
 - i. Approve, disapprove, or modify the award recommended;
 - ii. Certify in writing that funds are available to reward the employee;
 - iii. Notify the Human Resources Director of his/her decision in writing.
 - d. The Human Resources Director shall:
 - i. Notify the requesting division director/department head;
 - ii. Notify the payroll office of all monetary awards in writing by providing a copy of the notification received from the Appointing Authority/Undersecretary/Assistant Secretary (or designee); and
 - iii. Post a list of all recipients and the awards received annually both in the Human Resources office and in another conspicuous place.

- 7. Employee of the month/quarter
 - a) The Appointing Authority shall set parameters and internal selection procedures within the bounds of this policy.
 - b) The Human Resources office must be notified of all employees selected as employee of the month/quarter for record-keeping and reporting purposes.
 - c) The Human Resources office shall post a list of all recipients and the awards received annually both in the Human Resources office and in another conspicuous place.

- 8. Safety Recognition
 - a) Upon receipt of the findings of the ORM Loss Prevention Unit's annual recertification review or three-year audit, the LDH Safety Manger shall submit an HR24 request to Human Resources for each Safety Coordinator who was recertified and/or passed the audit.

- b) The Human Resources Director shall forward the request to the Undersecretary/Deputy Secretary (or designee) if the request satisfies the applicable criteria.
- c) The Undersecretary/Deputy Secretary (or designee) shall:
 - i. approve, disapprove, or modify the reward;
 - ii. certify in writing that funds are available to reward the employee; and
 - iii. notify the Human Resource Director of his/her decision in writing.
- d) The Human Resource Director shall:
 - i. notify the employee of the decision made;
 - ii. have the payment entered on the employee's record;
 - iii. maintain records of all award recipients; and
 - iv. post a list of all recipients and the awards received annually both in the human resource office and in another conspicuous place.
- e) Upon approval by the Deputy Secretary or Undersecretary, each Safety Coordinator may receive a lump sum of up to \$200.

9. Special Projects

- a) The following documentation must be submitted with each request:
 - i. A detailed explanation of the project, the reason it was necessary, and written documentation to support the project;
 - ii. A statement that describes the benefit the agency received from the project;
 - iii. The proposed award amount and justification for the amount requested; and
 - iv. The name, personnel number, and job title of the recipient(s).
- b) The Human Resources Director shall forward the request to the appointing authority/Undersecretary/Assistant Secretary (or designee) if the request satisfies the applicable criteria.
- c) The appointing authority/Undersecretary/Assistant Secretary (or designee) shall:
 - i. approve, disapprove, or modify the reward;
 - ii. certify in writing that funds are available to reward the employee; and
 - iii. notify the Human Resource Director of his/her decision in writing.
- d) The Human Resources Director shall:
 - i. notify the payroll office of all monetary awards in writing by providing a copy of the notification received from the appointing authority/Undersecretary/Assistant Secretary (or designee); and
 - ii. post a list of all recipients and the awards received annually both in the human resource office and in another conspicuous place.

VII. RECORD KEEPING

All master records must be retained indefinitely. All documents supporting authorization of awards must be kept for five (5) years.

- A. The Human Resources Director shall:
 - 1. Set up and maintain a file containing documentation of all awards given (both monetary and non-monetary) during the fiscal year;
 - 2. Enter pertinent information in the automated data system as awards are given, if online; and
 - 3. Submit two separate reports, a monetary awards report and a non-monetary awards report (excluding certificates/ribbons), to the Headquarters/Program Office (OAD, OCDD, etc.) annually by July 7 for the prior fiscal year. These reports shall include
 - a) Award recipient's name,
 - b) Personnel number,
 - c) Base pay at the time the award was given,
 - d) Award of amount of an award,
 - e) A brief description of the reason for the award.

- B. The Program Office Human Resources Director shall:
 - 1. Submit a comprehensive monetary awards report for their Office to the Division of Human Resources, Training and Staff Development by July 14 each year, and a non-monetary awards report (excluding certificates/ribbons) upon request retaining records indefinitely, and
 - 2. Provide the Assistant Secretary with a copy of the Office reports.

- C. The Division of Human Resources, Training and Staff Development shall:
 - 1. Submit a comprehensive, monetary awards report for LDH to the Department of Civil Service with a cover letter by July 31 each year. The Department of Civil Service shall be notified by letter if no monetary awards were given.
 - 2. Provide the Secretary, Undersecretary, and Deputy Secretary with a copy of the departmental monetary awards report and non-monetary awards report upon request.

VIII. REVISION HISTORY

Date	Revision
November 3, 1999	Policy created
September 13, 2000	Policy revised
December 17, 2002	Policy revised
August 5, 2007	Policy revised
July 11, 2018	Policy revised
July 8, 2020	Housekeeping Changes