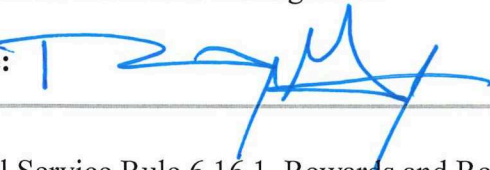




Policy # 53050

REWARDS AND RECOGNITION FOR CLASSIFIED EMPLOYEES

Effective Date: December 6, 2023
Responsible Office: Office of Human Resources Management
Division: Operations
Appointing Authority Signature: 

I. PURPOSE/OBJECTIVE

Under the provisions of State Civil Service Rule 6.16.1, Rewards and Recognition, Grambling State University's (GSU) Rewards and Recognition policy acknowledges professional development and work-related achievement, including years of service to GSU. By formally recognizing the accomplishments of our employees, we acknowledge the individual's value and contributions to GSU as a whole.

II. STATEMENT OF POLICY

GSU's policy is to maintain a program of rewards and recognition for individual employees or groups of employees for significant work-related achievement, which would not ordinarily be required or expected. The rewards may be monetary or non-monetary. If monetary, the reward shall be a lump sum, and the reward (or sum of multiple rewards) shall not exceed 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. If non-monetary rewards are given to employees, the Division/Department Head should report to the Office of Human Resources Management the reward description, the effective date of the reward, the reason for the reward, and an approximate dollar value. Rewards granted under this policy will be reported as income as appropriate.

No employee shall receive a reward under this policy during the Performance Evaluation System (PES) rating period in which that employee has an overall rating of less than "Successful or above rating in a subsequent period; he will be eligible to be considered for a reward under this policy. An "Un-rated" or "Not Evaluated" employee may be eligible for a reward. Performance rating will not affect service awards.

The Division/Department Head will make nominations for rewards and must be approved by the appointing authority - University President or Chief Operating Officer. All rewards shall be dependent and/or contingent upon the availability of funding.

III. CRITERIA FOR NOMINATIONS:

Nominations for rewards may be made based on the following:

A. SPECIAL PROJECTS

Rewards not to exceed \$500.00 may be made for various special projects. Special projects would include outstanding work on a special project that results in a major benefit such as cost savings, service improvement, and improved productivity/efficiency to either GSU or any of its customers. The proposal must contain an in-depth summary of the project and delineate how the work resulted in a major benefit to the division or GSU as a whole. The proposal should contain a proposed reward amount and a justification of the amount requested.

Note: The project must not be a regular and recurring responsibility of the employee's position.

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The Division/Department Head wishing to nominate employees under the special projects provision should submit the following documents to the appointing authority:

1. A completed Special Projects/Innovation/Significant Achievement application form located on the Office of Human Resources Management website;
2. A completed Personnel Action Form (PAF); and
3. Any required attachments/documentation.

Employees nominated to receive rewards for special projects must not have been compensated for work on those special projects under any other Pay Policy (e.g. SER, overtime, extra services, etc.) or State Civil Service pay rule (e.g. detail to special duty, premium pay, optional pay, etc.).

B. INNOVATION/SIGNIFICANT ACHIEVEMENT

Rewards not exceeding \$500.00 may be made for innovation, development of a new idea/procedure, improvement upon an existing idea/procedure, or a significant achievement that resulted in savings to the division through reduced cost, increased productivity, efficiency, or increased client satisfaction. Rewards may be given to individuals or groups. In the case of a group reward, the total reward shall be split among the participants.

The nomination shall contain an explanation of the idea/procedure or significant achievement and a clear representation of the impact, be it fiscal, productivity, or public relations. The proposal shall also contain a recommended reward amount and a justification for the amount requested.

The Division/Department Head wishing to nominate employees under the Innovation/Significant Achievement provision should submit the following documentation to the appointing authority:

1. A completed Special Projects/Innovation/Significant Achievement application;
2. A completed Personnel Action Form (PAF); and
3. Any required attachments/documentation.

An employee or group of employees nominated to receive rewards for an innovation/significant achievement must not have been compensated for work on those special projects under any other Pay Policy (e.g. SER, overtime, extra services, etc.) or State Civil Service pay rule (e.g. detail to special duty, premium pay, optional pay, etc.).

C. EDUCATION/TRAINING AND CERTIFICATION

1. Rewards not to exceed \$250.00 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 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).

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2. Rewards may be made for certifications/training with the approval of the appointing authority. The Office of Human Resources Management will maintain an ongoing list of these approved certifications and training.

The Division/Department Head wishing to nominate employees under the Education/Training and Certification provision should submit the following documents to the appointing authority:

- Transcripts;
- Certificates;
- Licenses, etc.

IV. PROCEDURE:

Award nominations must be approved by and submitted by a Division/Department Head to the appointing authority along with the recommendation amount of the reward. Initially, the Division/Department Head making the nomination should review the budget for his section to determine if funding is available for the reward. 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 Office of Human Resources Management, including all supporting documentation justifying the request.

V. APPLICABILITY:

This policy shall apply to probational and permanent Classified employees in all sections of GSU, both general and ancillary appropriates.

VI. RESPONSIBILITY:

A. OFFICE OF HUMAN RESOURCES MANAGEMENT is responsible for:

1. Reviewing all requests for rewards and recognition before processing awards.
2. 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.
3. Maintaining the official supporting documentation and reports and certifying that all rewards processed are included on the annual report required by State Civil Service.
4. Providing a report to State Civil Service between July 1st and July 31st of each year, which lists all award recipients for the previous fiscal year with the reason for the reward and description of the reward.
5. Providing this policy and future revisions and information on the rewards, which have been made annually to section heads for posting.

B. DIVISION/DEPARTMENT HEADS are responsible for:

1. Considering an employee's performance and the documentation of the Planning/Evaluation before recommending an employee for a project that would result in eligibility for a reward.
2. Ensuring that this policy and revisions are posted continually to ensure its availability to all employees by State Civil Service Rules.
3. Ensuring that the report received from the Office of Human Resources Management, listing all recipients, is immediately posted in the section in an accessible and conspicuous manner and remains posted for at least thirty days.
4. Evaluating staff performance equitably and fairly to determine if employees are worthy of nomination for rewards in any applicable category. If such is found, evaluate budget status to determine if funds are available for rewards. If funds are available, prepare and submit the necessary paperwork to nominate the employee(s).
5. Maintaining a listing of those employees receiving monetary and non-monetary awards, the amounts of the awards, and the justification for the awards.
6. Nominating employees for awards in accordance with the policy and not above the stated limits unless the request for an exception to the policy is noted.

C. EMPLOYEES are responsible for:

1. Calling to the attention of the Division/Department Head any effort on his part or on the part of other employees that might be worthy of nomination for reward under this policy.
2. Submitting requests for awards in accordance with the policy and not over the stated limits unless an exception to the policy is noted.

VII. QUESTIONS:

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

VIII. VIOLATIONS:

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

IX. EXCEPTIONS:

Requests for exceptions to this policy must follow State Civil Service Rules and be justified, documented, and submitted to the appointing authority for consideration.