



Title: Reward and Recognition for Classified
Approval Date:
Effective Date:
Date of Last Revision/Revisions Approval:
Office: Human Resources

Reward and Recognition Policy for All Classified Employees

The College encourages the recognition of excellent achievement and performance that goes above and beyond the call of duty. When administered and communicated effectively, reward and recognition is a meaningful way to recognize achievements

Subject to the provisions of Rule 6.29, an appointing authority may, at his/her discretion, implement a program of rewards and recognition for individual employees or for 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 employees' 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. 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 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.

Guidelines:

- The appointing authority with South Louisiana Community College has elected to award classified employees nominated for achievements and performance that have gone above and beyond the call of duty with the Chancellor's Excellence Award.
- In order to be eligible the classified employee will need to be nominated by their Supervisor. The appointing authority will review the list of nominations and forward a list of eligible employees to Human Resources for processing of awards.
- The Chancellor's Excellence Award will be a lump sum monetary reward of up to \$1,200.00, not to exceed 10% of the employee's base salary.
- In addition to being nominated in order to be eligible for the award the

employee is required to have been employed, at a minimum, for the entire previous semester and still currently employed, without a break in service, as of the reward date.

- All reward recipients will be listed on the college website
- Distributions of rewards are not adjustments to base salary, supplemental compensation, and should not be viewed as automatic or an entitlement. In addition any payments are contingent upon availability of funding.

<i>x</i>	Reviewing Council/Entity	Approval Date	Effective Date	Date of Last Revision & Approval
<i>x</i>	<i>Executive Committee Approval</i>	<i>11/30/16</i>	<i>12/14/16</i>	<i>N/A</i>
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