

Title: Reward and Recognition for All
Classified Employees
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Rev 1 05/02/2018
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Office: Human Resources

Reward and Recognition Policy for All Classified Employees

The College encourages the recognition of excellent achievement and performance that goes 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 or employees who receive exceptional performance evaluations. Such rewards may be either monetary or non-monetary. If monetary, such rewards shall be a lump sum not to exceed a total of 10% of the employee's base salary within a fiscal year. However, rewards for employees who receive exceptional performance evaluations shall be limited to a lump sum of up to 3% of the employee's base pay, not to exceed \$2,500. Awarding gift cards or gift certificates to employees is allowable. However, these rewards are considered monetary, and as such, are taxable.

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.

Guidelines

Chancellor's Excellence Award:

- 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 the 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 \$2,500, not to exceed 10% of the employee’s base salary within a fiscal year for a single instance or combination of multiple instances. (This award is not to be confused with the College’s rewards and recognition program.)
- 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.

Performance Pay

Employees who receive an overall performance rating of “Exceptional” beginning with a rating date of July 1st of the performance year may be rewarded up to a 3% lump sum payment not to exceed \$2,500. The reward may be less than 3%, but every employee receiving an “Exceptional” rating must receive the same percentage. The disbursement date must be paid between September 1st and June 30th of each fiscal year. Employees with “Exceptional” ratings may be eligible for these payments each year.

x	Reviewing Council/Entity	Review Date	Approval Date	Effective Date
x	Committee for Institutional Policy Review	Rev 1 05/02/2018	Rev 1 07/01/2018	Rev 1 07/01/2018
x	Executive Committee Approval	Initial 11/30/2016 Rev 1 05/03/2018	Initial 11/30/2016 Rev 1 07/01/2018	Initial 11/30/2016 Rev 1 07/01/2018
x	Chancellor Approval	Initial 11/30/2016 Rev 1 05/03/2018	Initial 11/30/2016 Rev 1 07/01/2018	Initial 11/30/2016 Rev 1 07/01/2018

Chancellor’s Signature/Approval

SIGNATURE: 

DATE: 5/3/2018

Natalie J Harder, Ph.D.
Chancellor

Distribution: Electronic: posted to College’s website and sent via email to College personnel
Hard copy: Original to Executive Assistant to the Chancellor for Master Policy Binder, copy to Chair of Committee of Institutional Policy Review