

**LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM**  
**Policy # 5.027**

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**Title: LCTCS REWARDS AND RECOGNITION PROGRAM**

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Authority: Board Action

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Effective Date: 08/13/2008

Last Revision: Initial

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**Authority**

The Civil Service Commission has authorized agencies to establish a Rewards and Recognition Program under *Civil Service Rule 6.16.1* to compensate individual employees or employee groups for significant achievements. The Civil Service Rule states that such awards may be either monetary or non-monetary. For civil service employees, this policy will follow Louisiana Department of State Civil Service Rule 6.16.1 including procedures for posting, reporting and titles.

**Policy**

The Louisiana Community and Technical College System supports the recognition of outstanding employees, both classified and unclassified, members of the Board of Supervisors, students, and public officials that contribute to the state's efforts to provide better educational opportunities to its citizens.

Estimated costs and /or value of the awards are subject to periodic review and may change depending on the type of award and the availability of state funding.

**Selection Procedure**

LCTCS Employee Service Award recipients will be selected by the System President, Vice-Presidents and Chancellors based on their assessment that an employee has exceeded expectations in the areas of dependability, initiative, productivity, planning and organizing special projects, and team work skills. Civil Service Award recipient selection will follow State Civil Service Policy Rule 6.16.1. Awards for members of the Board of Supervisors, students, and for public officials who have demonstrated exemplary commitment and service to the state's educational goals, will be made as determined by the System President, Vice-Presidents and Chancellors. Awards will be non-monetary and the cost of each will not exceed \$200 in value.