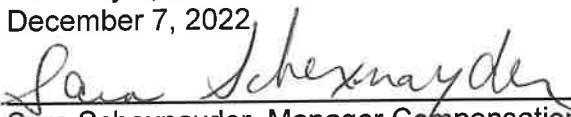




SUBJECT: LSUHSC-NO Rewards & Recognition Policy for Classified Employees

EFFECTIVE: February 1, 2012

REVISED EFFECTIVE: December 7, 2022

AUTHORIZATION: 
Sara Schexnayder, Manager Compensation

I. Policy

The LSU Health Sciences Center - New Orleans Rewards and Recognition Program provides the organization with a formal tool to acknowledge and reward outstanding employee performance and significant work related achievement. All rewards and recognition activities will be made in accordance with Civil Service Rules 6.16.1.

II. Applicability

This policy applies to all unclassified employees and permanent classified employees who have received a performance evaluation of at least "successful" during his or her last rating period, of LSU Health Sciences Center - New Orleans.

All rewards shall be dependent upon availability of funding from a university support entity formally recognized by the LSU Board of Supervisors.

III. Implementation

This revised policy becomes effective upon the approval of the Civil Service Commission. Subsequent revisions shall become effective on the date the revisions are approved by the Civil Service Commission.

Within the provisions of this policy, a School/Division may choose to implement an awards system. The School/Division shall develop award categories, internal procedures, and criteria for implementation. Any program must conform to the boundaries established by this policy and must be approved by the Department of Human Resource and the Vice Chancellor of Administration and Finance.

IV. Procedures

Chancellor's Excellence Award – This annual award is intended to recognize and reward employees who demonstrate excellence in their work and contribute in an exceptional way to the LSUHSC Vision and Mission. Classified and unclassified employees are eligible to be considered for staff awards. Criteria are reviewed and published prior to nominations. Peers or management nominate employees based on

contributions. A selection committee who determine recipients reviews nominees. The award amount is \$1,000.

Special Achievement Award – This award is intended to be a spot award for extraordinary achievement or service significantly beyond the duties of an employee's position description. Management should send the nomination explaining the circumstances, actions, and results to Human Resources for review and approval. The nominees will be reviewed by a committee of Human Resources staff, with final approval by the Vice Chancellor of Administration and Finance. The award amount will vary between non-monetary Recognition Certificate and \$500.

School/Division Awards – Within the provisions of this policy, a School/Division may choose to implement an awards program to recognize significant achievements and/or outstanding performance. Criteria for selection must be established by the School or Division Leadership or Awards Committee. Nomination procedures, selection criteria and compensation for the award must be reviewed and approved by Human Resource Management, the Vice Chancellor of Administration and Finance, and the Chancellor prior to communication of program and nominations. Awards may vary based on funding availability between non-monetary Recognition Certificates and \$500. No single award may exceed the requirements of 6.16.1.

V. *Posting Requirements*

This policy will be posted on the Human Resource Management Website. Awards received will be posted on the Human Resource Management website.

VI. *Amount of Monetary Awards*

No single award, nor the sum of multiple awards under this policy, shall total more than the maximum percentage of an employee's base salary allowed by Civil Service Rules 6.16.1 in a fiscal year. The salary used for award calculations shall be the employee's base salary as of the approval date of the award.

VII. *Reports/Record Keeping*

All monetary awards shall be reported to Human Resource Management by July 15 for the previous fiscal year. Human Resource Management will provide a report of monetary awards to Civil Service by July 31.



Byron P. Decoteau, Jr., Director

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December 12, 2022

Ms. Sara Schexnayder, Manager-Compensation
LSU Health Sciences Center-New Orleans
433 Bolivar Street, 6th Floor
New Orleans, LA 70112

Dear Ms. Schexnayder:

This is to advise that at its general business meeting held on Wednesday, December 7, 2022, the State Civil Service Commission granted the request of LSU Health Sciences Center-New Orleans to amend its Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1. Approval was granted effective December 7, 2022.

Specifically, the Commission approved the following amendments:

- Revised the Procedures section to add the “Chancellors Excellence Award”, which allows the agency to reward an employee who has:
 - Demonstrated excellence in their work and contributed exceptionally to the LSUHSC Vision and Mission. The award amount is \$1,000.
- Revised the Procedures section to add the “Special Achievement Award”, which allows the agency to reward an employee who has:
 - Extraordinary achievement or service significantly beyond the duties of an employee’s job description. The award amount will vary between a non-monetary Recognition Certificate and \$500.

If you have any questions, please contact Maegon Ruiz, Human Resources Consultant Supervisor, at 225-219-9442.

Sincerely,

Byron P. Decoteau, Jr.
Director

EX:BD:jr⁽⁸⁾