



Health Sciences Center

NEW ORLEANS

Human Resource Management

School of Medicine
School of Dentistry
School of Nursing
School of Allied Health Professions
School of Graduate Studies
School of Public Health

Effective Date: February 1, 2012

Subject: Rewards and Recognition Policy and Procedures for LSU Health Sciences Center – New Orleans

Authorization: 
Duane Labbe', Director of Human Resource Management

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 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 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 policy becomes effective upon the effective date set by 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. Each School/Division shall develop award categories, internal procedures and criteria for implementation by award category. All implementation procedures shall conform to the boundaries established by this policy and will be subject to the review and approval by the Department of Human Resource Management and the Chancellor. All individual School/Division policies must be approved by the Department of Human Resource Management and the Chancellor before the granting of any award.

IV. Procedures

Nominations must be submitted according to the nomination procedures as established by the School/Division. Criteria for selection must be established by the School/Division Awards Committee. Nomination procedures, selection criteria and compensation of the award committee are subject to review and approval by Human Resource Management and the Chancellor.

V. Posting Requirements

This policy will be posted on the Human Resource Management Website. Awards received will be posted both on the Human Resource Management website and on the webpage of the appropriate School or Division.

VI. Award Period

The award period will be determined by each School/Division and will remain consistent each year.

VII. 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 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.

VIII. 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. Report shall include:

- i. Employee Name and Employee ID
- ii. Type of award category
- iii. Amount of monetary reward – lump sum amount
- iv. Explanation/description of reward/recognition