



## POLICY STATEMENT 288 State Civil Service Rewards and Recognition Policy

Revision: 0  
Effective: June 5, 2024

### PURPOSE:

Louisiana State University at Alexandria (LSUA) is committed to recognizing and valuing the significant contributions, exceptional performance, and dedicated service of its classified employees. This policy, in accordance with Louisiana State Civil Service (SCS) Rule 6.16.1 for Rewards and Recognition, aims to acknowledge and reward classified staff for their achievements through both monetary and non-monetary awards.

### GENERAL REQUIREMENTS:

1. All monetary rewards shall be dependent on the availability of funding. Awards with a monetary component may be awarded without the associated payment if no funds are available at the time of the award.
2. No classified employee shall receive a monetary award under this policy during any Performance Evaluation System (PES) rating period in which the employee has an overall rating less than "Successful". An employee who is "Unrated" or "Not Evaluated" may be eligible for a reward.
3. Only full-time, classified employees are eligible for monetary awards under this policy.
4. In accordance with SCS requirements, all names of recipients and the amounts awarded will be publicly posted.

### PROVISIONS:

- A. **Years of Service Award**. This award may be given annually and awarded to employees for their total number of years of service in five-year increments, as of December 31st of each year. Awards may be awarded at 5 years, 10 years, 15 years, 20 years, 25 years, 30 years, 35 years, etc. Award may consist of a lapel pin and an optional plaque – depending on the total years of service.
  - i. The service pins will be awarded by the Chancellor (or designee) annually based on service information obtained through Human Resources. Human Resources will compile a list of service award recipients each year. No application or nomination process is required for employees to receive a pin.



- B. **Outstanding Staff Award.** This award may be awarded annually to full-time, permanent, classified employees, whose work has made a major contribution to accomplishing university goals.
- i. Classified employees whose work has made a major contribution to accomplishing the department's mission may be nominated for the Outstanding Staff Award – to be awarded at the annual Employee Recognition Dinner in the Spring of each year. Recipients of this award will receive a plaque and a one-time, lump sum payment, of not greater than 10% as allowed under Civil Service Rule 6.16.1.
  - ii. Human Resource Management shall call for nominations in early spring of each year. Any full-time, LSUA employee shall be eligible to nominate any full-time classified employee for the award. A committee shall review all nominations and make a decision based on all information available in the nomination applications.
    - a. Criteria may include but are not limited to the following:
      - i. Demonstrates high levels of sustained commitment to off-campus community and charitable service, including relevant service to professional organizations.
      - ii. Demonstrates a high degree of professionalism and customer service.
      - iii. Significant work accomplishments related to the overall mission of the university.
      - iv. Offices held in professional associations, civil and/or community organizations.
- C. **Recognition of Strategic Goal Award.** Under extraordinary circumstances, the University may choose to award employees for meeting a campus-wide goal that carries significance for the institution. This goal, and subsequent recognition, shall be determined by senior leadership with final approval by the Chancellor. The purpose of this award is to recognize the collective achievements of all full-time employees in their work toward a common goal.
- i. Full-time, classified employees are eligible to receive this award. To be eligible, each full-time, classified employee must have been employed during the period for which the goal was made as well as having a minimum of six months of service to the university.
  - ii. Award shall be determined by Senior Leadership and may be monetary or recognition only.
  - iii. If monetary, recipients of this award will receive a one-time, lump sum payment, of not greater than 10% as allowed under Civil Service Rule 6.16.1.



**POSTING REQUIREMENTS:**


This policy shall be assigned an official university policy number and posted on the LSUA Policy Page as well as through departmental distribution. Awards received will be posted as hard copy in Human Resource Management.

The University will submit an annual report by July 31 of each fiscal year to the Department of State Civil Service detailing all payments made to employees under this policy.

**CAMPUS APPROVAL:**

  
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**Deron L. Thaxton**  
Appointing Authority  
Executive Vice Chancellor for Administration

6/5/2024  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
**Paul D. Coreil, Ph.D.**  
Chancellor

6/5/24  
\_\_\_\_\_  
Date