Louisiana Housing Corporation

LOUISIANA HOUSING CORPORATION		PERSONNEL POLICY NO. 30	
SUBJECT: REWARDS and RECOGNITION			
Review Dates:	08/12; 05/19		
Approval:		Kevin Brady	Date: 4/29/19
Approval:		E. Keith Cunningham	Date: 4/30/19

SUMMARY OF CHANGES		
Date	**Author**	**Change Description**
05/19	K. Brady	• Added section on lump sum payments for exceptional Performance Ratings

Louisiana Housing Corporation

I. Authority.

Louisiana Department of Civil Service Rule 6.16.1.

II. Philosophy.

Under the provisions of Civil Service Rule 6.16.1, Rewards and Recognition, the Louisiana Housing Corporation (LHC) Rewards and Recognition Policy acknowledges and rewards outstanding employee performance, professional development, and work related achievement. By formally recognizing the accomplishments of our employees, we acknowledge the individual's value and contribution to the section and the LHC as a whole.

III. Policy.

It is the policy of the LHC to maintain a program of rewards and recognition for individual employees (or employee groups) for significant work related achievement, which should not ordinarily be required or expected. The rewards may be monetary or non-monetary. If monetary, no single reward, nor the sum of multiple rewards, shall total more than the maximum percentage of an employee's base salary allowed by Civil Service in a fiscal year. Monetary rewards are not considered and shall not increase base pay, and will not be reported to the retirement system. If non-monetary rewards are given to employees, the section head should report to the Human Resources Department the reward description, the effective date of the reward, the reason for the reward, and an approximate dollar value of the reward.

All rewards shall be dependent upon availability of funding. This policy shall be effective June 5, 2019.

IV. Payments for exceptional performance

1. Rewards for employees who receive an exceptional rating on their annual Performance Evaluation shall be limited to a lump sum of up to 3% of the employee's base pay, not to exceed $2,500.

2. All employees who receive an exceptional rating shall receive the same percentage lump sum payment.

3. Rewards for exceptional performance are disbursed no earlier than September 1st of the Fiscal Year, but can be paid no later than June 30th of the Fiscal Year.

V. Criteria for Nominations.

Nominations for rewards will be made by a section head and must be approved by the Appointing Authority. With the exception of rewards for Training/ Education and Certification, and the Retirement Recognition Reward, rewards will be made for efforts expended after implementation of this policy.

All rewards shall be dependent upon availability of funding. No employee shall receive a reward under this policy during any Performance Evaluation System (PES) rating period in which the employee has a rating, which is less than "successful" or equivalent. An employee who is "unrated" shall be considered to have a "successful" rating for the purpose of this policy.

Nomination for rewards may be made for the reasons listed below.

1. **Special Projects.** Rewards not to exceed the maximum percentage of an employee's base salary allowed by Civil Service in a fiscal year may be made for various special projects. Special projects would include outstanding work on a special project that results in a major benefit such as cost savings, service improvement, and improved productivity/ efficiency to either the LHC or any of its customers. The proposal must contain an in-depth summary of the project and delineate how the work resulted in a major benefit to the section or the LHC as a whole. The proposal should contain a proposed reward amount and justification of the amount requested.

   NOTE: The project must not be a regular and recurring responsibility of the employee's position.

   Section Heads wishing to nominate employees under the special projects provision should submit the documents listed below to the Appointing Authority.

   a. A completed *Special Projects/ Innovations/ Significant Achievement* application form;
   b. Any required attachments/ documentation.

   Employees nominated to receive rewards for special projects must not have been compensated for work on those special projects under and other LHC policy or Civil Service pay rule (e.g., detail to special duty, premium pay, optional pay, cash overtime, etc.). Further, rewards will not be granted for special projects completed

when the project is a portion of a requirement for a certification which may be rewarded under this policy (such as a CPTP certification).

2. **Innovation/ Significant Achievement.** Rewards not to exceed the maximum percentage of an employee's base salary allowed by Civil Service in a fiscal year may be made for an innovation, development of a new idea/ procedure, improvement upon an existing idea/ procedure, or a significant achievement that either resulted in savings to the Corporation through reduced cost, increased productivity, efficiency, or increased client satisfaction. Rewards may be given to individuals or groups. In the case of a group reward, the total reward shall be split among the participants.

   The nomination shall contain an explanation of the idea/ procedure or significant achievement, as well as a clear representation of the impact, be it fiscal, productivity, or public relations. The proposal shall also contain a recommended reward amount and a justification for the amount requested.

   Section heads wishing to nominate employees under the *Innovation/ Significant Achievement* provision should submit the following documentation to the Appointing Authority:

   - A completed *Special Projects/ Innovation/ Significant Achievement* application, and
   - Any required attachments/ documentation.

   An employee or group of employees nominated to receive rewards for a n innovation/ significant achievement must not have been compensated for the innovation/ significant achievement under any other Civil Service pay rule of LHC policy.

3. **Retirement after Service with the LHC.** Employees who retire from State service under the Louisiana State Employees Retirement System while an employee of the Louisiana Housing Corporation will receive a retirement plaque or the equivalent.

4. **Education/ Training and Certification.**
   a. Rewards not to exceed $1,500 may be made for various training that meets the following criteria:
      i. The training is recognized nationally and testing is required, and
      ii. It must be directly related to the employee's job or job series, and

iii. The training is not a part of the Minimum Qualification Requirements for the job or job series, and
iv. It cannot be post-secondary higher education, e.g. college hours and/or degrees and courses at secretarial or technical colleges.

b. Rewards of up to $2,000 may be made for attainment of a professional certification (example: the passing of all required tests for an applicant for the Certified Public Accountant status) that meets all the criteria listed in D.1. above, if it is nationally recognized and a baccalaureate degree is required to apply for the certification. This reward requires a substantial amount of study and a comprehensive exam. This type of reward may be given only once to an employee.

c. Rewards not to exceed $1,000 may be made for attainment of certain Certified Public Training Program (CPTP) certificates. The maximum total reward amount an employee may be given for earning multiple CPTP certifications is $3,500. Employees are not eligible for nomination to receive reward money until all required coursework, testing, and completion of the certificate project is approved and designated as complete by the section head and/or manager and the CPTP Policy Board. Human Resources and the Appointing Authority must review the nomination and approve the CPTP certificate is qualifying and note such on the *Education/ Training and Certification* application.

d. Rewards ranging from $250 up to $700 may be made for certifications/ training not listed in this policy, that are job-related, with approval by the Appointing Authority. The Human Resources Department will maintain an ongoing list of these approved certifications and training.

Section heads wishing to nominate employees under the Education/ Training and Certification provision should submit the following documents to the Appointing Authority:

- A completed *Education/ Training and Certification* application (located on the LHC intranet site), and
- A completed Personnel Action Request (PAR) form, and
- Any required attachments/ documentation.

VI. Procedure.

Nominations for rewards must be approved by and submitted by a section head to the Human Resources Director along with a recommended amount of the reward. Initially, the section head making the nomination should review the available budget for his/her section to determine if funding is available for the reward. If funding is not available in the section's budget, the section head should request funding from the Appointing Authority. The Human Resources Director will review the award request for required documentation and policy requirements. Once approved by the Human Resources Director, the request will be forwarded to the Appointing authority for consideration and approval accordingly. The Appointing Authority will determine approval or disapproval and the amount of any award.

Nominations should be made on the appropriate Rewards and Recognition application available from the LHC intranet site or the Human Resources Department. The nomination should include a completed Personnel Action Request (PAR) form along with supporting documentation justifying the request.

VII. Non-Monetary Awards.

Awards for Commitment to the Corporation may be given annually according to the following:

5 years	Service Award (approximate value $30.00)
10 years	Service Award (approximate value $50.00)
20 years	Service Award (approximate value $100.00)
30 years	Service Award (approximate value $150.00)
Retirement	Plaque and Service Award (approximate value $200.00)

VIII. Applicability.

This policy shall be applicable to all employees in all sections of the Louisiana Housing Corporation.

IX. Responsibility.

LHC administrators and equivalent are responsible for:

Holding managers and section heads under their supervision accountable for adhering to all aspects of this policy.

Human Resources is responsible for:
Maintaining an on-going listing of rewards ranging from $250 up to $700 for certifications and training approved by the Appointing Authority and not specifically listed in this policy and ensuring this listing is available for review.

Maintaining the official supporting documentation and reports for all awards under this policy for a period of five years for the purpose of audits by Civil Service.

Providing a report to Civil Service between July 1 and July 31 of each years, which lists all award recipients for the previous fiscal year with the reason for the reward and a description of the reward.

Providing this policy and future revisions as well as information on rewards, which have been made annually to section heads for posting.

Accounting Services is responsible for:
Ensuring that all requests for rewards and recognition approval by the Human Resources Department and the Appointing Authority prior to processing the awards.

Reviewing any annual rewards and recognition reports prepared by the Human Resources Department that may be required by Civil Service.

Department Heads are responsible for:

1. Taking into consideration an employee's performance and the documentation of the PES before recommending an employee for a project that would result in eligibility for a reward.
2. Evaluating the performance of staff in an equitable and fair manner, to determine if there are employees worthy of nomination for rewards in any applicable category. If such is found, evaluating budget status to determine if funds are available for reward.
3. If funds are available, preparing and submitting the necessary paperwork to nominate the employee(s). IF funds are not available, preparing and submitting the necessary paperwork to nominate the employee(s), including a request for the Appointing Authority to provide the funds.
4. Nominating employees for wards in accordance with the policy and not in excess of the stated limits unless the request for an exception to the policy is noted.

Employees are responsible for:
Calling to the attention of the section head any effort on his/ her part or on the part of other employees, which might be worthy of nomination for reward under this policy.

Submitting requests for awards in accordance with the policy and not in excess of the stated limits unless an exception to the policy is noted.

X. Questions.
Questions regarding this policy should be directed to the Human Resources Department.

XI. Violations.
Employees found to have falsified information required by this policy may be subject to disciplinary action.

XII. Required Posting by Human Resources.
Human Resources will assure that this policy, as well as any revisions, is posted continually in a manner that assures its availability to all employees in accordance with Civil Service Rules. Human Resources will prepare a list of all reward recipients, and assure it is immediately posted in the section in an accessible and conspicuous manner and remains posted for at least thirty days.

XIII. Exceptions.
Requests for exceptions to this policy shall be justified, documented and submitted to the Appointing Authority for consideration.