

POLICY & PROCEDURES MEMORANDUM

TITLE: **CLASSIFIED STAFF
AWARDS &
RECOGNITION
PROGRAM**

EFFECTIVE DATE: February 1, 2012

CANCELLATION: BA-2320.3 (2/20/01)

CATEGORY: Human Resources (HR)

POLICY STATEMENT

In accordance with [Civil Service Rule 6.16.1, *Rewards and Recognition*](#), Delgado Community College is authorized to provide for a program to reward and recognize classified staff members for significant achievement. This may include recognition of years of service and commitment to the College, achievements, accomplishments, and participation in special projects and innovations.

Additional specific information and procedures for implementing the Classified Staff Awards and Recognition Program are outlined in this memorandum.

PROCEDURES & SPECIFIC INFORMATION

1. **Purpose**

To establish a Classified Staff Awards and Recognition Program at Delgado Community College in accordance with Civil Service guidelines.

2. **Scope and Applicability**

This policy and procedures memorandum applies to all permanent, full-time Classified Staff members.

3. **Rationale**

The following is a rationale for implementing a program to reward and recognize classified staff members:

- To recognize and reward classified staff members for their commitment and dedication to Delgado;
- To encourage and motivate classified staff members to pursue additional educational opportunities and to participate in staff development activities; and
- To encourage classified staff to participate in special projects and to assist with innovations to the College.

4. **Types and Categories of Awards and Recognition**

With available funding, the College may provide awards and recognition to employees that may include, but is not limited to the following: certificates, plaques, pins, award luncheons, or monetary awards depending upon award or recognition category. The following list categorizes the types of awards and recognition that classified staff members may receive:

A. **Awards for Commitment to the College - Service Awards**

The following awards for years of service *to the College* recognize each classified employee's commitment based on an employee's years of employment with Delgado Community College:

- Five (5) years of service – Service Award (approximate value \$15)
- Ten (10) years of service – Service Award (approximate value \$25)
- Fifteen (15) years of service – Service Award (approximate value \$35)
- Twenty (20) years of service – Service Award (approximate value \$45)
- Twenty-five (25) years of service – Service Award (approximate value \$60)
- Thirty years (30) of service – Service Award (approximate value \$100)
- Retirement from the College – Plaque (approximate value \$45) and award (approximate value not to exceed \$150).

B. Distinguished Classified Employee Award

The Distinguished Classified Employee Award recognizes the outstanding classified staff at the College. With available funding each fiscal year, the Vice Chancellor for Business and Administrative Affairs may recommend to the Chancellor up to five (5) available Distinguished Classified Employee Awards, valued up to \$500 per award.

The employees receiving these awards will be recognized at an annual luncheon provided for by the College, as well as in internal employee publications. The procedures for nominating and selecting employees for this recognition are outlined in Attachment A, "Classified Staff Awards Procedures."

C. Awards for Innovation

Classified staff members about whom it may be determined and documented to have developed new ideas or who have improved upon existing procedures that resulted in a significant savings to the College may receive monetary awards. Section 5C, "Monetary Awards," outlines the guidelines for these awards.

D. Awards for Special Projects

Classified staff members about whom it may be determined and documented to have performed outstanding work on a special project may receive monetary awards. The employee must not have been compensated under some other [Civil Service Pay Rule](#) (such as "Detail to Special Duty") for work on the special project. Section 5C, "Monetary Awards," outlines the guidelines for these awards.

E. Recognition of Educational Attainment

Classified staff members who obtain additional education and degree(s) after date of initial hire as a permanent, full-time employee may be rewarded and recognized through monetary awards. As funding is available each fiscal year, the Vice Chancellor for Business and Administrative Affairs may recommend to the Chancellor the following monetary awards for each of the following educational attainments from regionally accredited institutions of higher learning:

- Associate's degree – up to \$250
- Bachelor's degree – up to \$500
- Master's degree & above – up to \$500

Classified employees, who wish to be considered for a reward and recognition of educational attainment, must submit the request in writing to the Office of Human Resources, with a copy to Association President upon completion of the additional education/degree. Official transcripts/ documentation of the educational attainment must be received by the Office of Human Resources before the request is considered.

5. **Guidelines**

A. **Eligibility**

In order to be considered for any classified staff award, an employee:

- Must have received a performance evaluation of at least “Satisfactory” during his or her latest rating period as verified by the Office of Human Resources.
- Must have been employed for one (1) or more years as a permanent, full-time classified employee at the College as verified by the Office of Human Resources.
- The Distinguished Classified Employee Award can be presented to a recipient no more than once in a five-year period.

B. **Nomination and Awards Process**

All awards are done by nomination. Nomination forms must be submitted to the Classified Association President, who will forward them to an Ad Hoc Classified Staff Awards Committee. The committee’s composition is described in “Classified Staff Award Procedures” (Attachment A).

This committee will meet once each semester, including summer, to determine which nominated employees will receive awards. The Committee will establish procedures for nominating and selecting the awardees. Based on available funding, the Vice Chancellor for Business and Administrative Affairs will recommend to the Chancellor the number and value of the awards to be given in each fiscal year.

C. **Monetary Awards**

If funding is available, awards and recognition may include monetary awards. No single award, nor the sum of multiple awards, is to total more than 4% of an employee’s base salary in a fiscal year; all monetary awards are individual awards for the fiscal year and will not increase the employee’s base salary in the subsequent year. The salary used for award calculations is to be the employee’s salary as of the approved date of the award as established by the College and the Department of Civil Service.

D. **Presentation of Awards**

Awards are presented at the end of each fiscal year for incentives earned during that fiscal year, preferably at a yearly luncheon to honor the awardees. If funding is not available at the end of the current fiscal year, the College may elect to recognize employees at the beginning of the next fiscal year, providing funding is available at that time.

6. **Dissemination of Information**

The Office of Human Resources provides for the posting of this policy for all employees, while the Classified Association President, in coordination with the Office of Human Resources, disseminates yearly information regarding the awards/recognition program and nomination process. The Office of Public Relations and Marketing publicizes the recipients of awards/recognition each year.

7. **Cancellation**

This policy and procedures memorandum cancels BA-2320.3, *Classified Staff Awards and Recognition Program* dated February 20, 2001.

Policy Reference:

[Civil Service Rule 6.16.1, Rewards and Recognition](#)

Louisiana Community and Technical College System Policy [5.027 LCTCS Rewards and Recognition Program](#)

Delgado Policy and Procedures Memorandum, [Charter: Delgado Classified Employees Association](#)

Review Process:

Delgado Classified Employees Association 11/2/11

Delgado Classified Employees Association Officers 5/18/11, 11/8/11

Business and Administrative Affairs Council 11/15/11

College Council 12/8/11

Louisiana Department of State Civil Service Commission 2/1/12

Distribution:

Distributed Electronically Via College's Internet

Attachment A:

Classified Staff Award Procedures



CLASSIFIED STAFF AWARDS AND RECOGNITION PROCEDURES

Classified Staff Award Committee

Committee Membership Selection

Both active and inactive members of the Association will be considered. No member may serve more than two consecutive years.

The committee members will consist of:

- Five (5) classified staff members recommended by the Association President, with one representing each of the following locations:
 - City Park Campus
 - West Bank Campus
 - Charity School of Nursing Campus
 - Jefferson Site
 - Sidney Collier Site
- One (1) unclassified staff member and one (1) faculty member serving as college-wide representatives, both recommended by the Vice Chancellor for Academic Affairs, in consultation with the Vice Chancellor for Student Affairs.
- One (1) Human Resources Office staff member recommended by the Assistant Vice Chancellor for Human Resources.

The President of the Delgado Classified Employees Association will present the recommended members as described above to the Vice Chancellor for Business and Administrative Affairs for approval. Upon approval, the Association President will appoint the Committee Chair and will meet with the committee to explain the charge.

Committee Responsibilities

- The committee will meet prior to the luncheon to make the selections of the awards.
- The committee shall not be privy to the names of any of the nominees (numbers will be allocated to each nominee to maintain confidentiality and fairness).

Attachment A (continued)

- All winners will be recorded and submitted to the President of the Association. This list will be provided to the Association Secretary for recording in the Association's records to ensure that no employee receives the Distinguished Classified Employee Award more than once in a five-year period.

Nomination and Award Procedures

- The Association President will email nomination notices to all employees of the College and send hard copy nomination notices to classified employees without regular access to email.
- All nominations must be completed and returned via email or hand delivery to the President of the Classified Employees Association, who will determine: (1) if the employee has attended at least three classified meetings during the previous fiscal year (July 1st through June 30th); (2) has not been a recipient of the Distinguished Classified Employee Award in the past five years, as applicable; and (3) has at least one year of permanent, full-time classified employment with the College.
- The Chair of the committee will receive all nominations from the Association President.
- The Chair will copy all nominations and verify from the Association Secretary's log that all nominees are nominated within the allowed time frame.
- The Chair will blacken out all nominees' names and replace them with numbers.
- The Chair will submit a list of the names to the Office of Human Resources to confirm all nominees have "Satisfactory" ratings as required in the College's policy.
- The Chair will take the numbered nominations to the committee meeting. Each committee members will score each nominee (1-10) upon hearing the nominations.
- The Chair will tally all votes and the top five shall be the winners. Upon approval of the Chancellor, the winner(s) will be announced at the formal luncheon.