

**POLICY & PROCEDURES MEMORANDUM**

<b>TITLE:</b>	<b>CLASSIFIED EMPLOYEE REWARDS &amp; RECOGNITION PROGRAM</b>
<b>EFFECTIVE DATE:</b>	March 6, 2019
<b>CANCELLATION:</b>	BA-2320.3A (2/1/12)
<b>CATEGORY:</b>	Human Resources (HR)

**POLICY STATEMENT**

In accordance with provisions outlined in [Civil Service Rule 6.16.1, Rewards and Recognition](#) and with available funding, Delgado Community College is authorized to provide for a program to reward and recognize classified staff members for significant achievement and excellent performance beyond the call of duty. Subject to the provisions of [Civil Service Rule 6.29, Corrective Pay Actions](#), the College may provide monetary or non-monetary rewards for specific, work-related achievements.

When administered and communicated effectively, rewards and recognition are meaningful ways to recognize employee achievements. 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 Rule 6.16.1.

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 significant achievement and excellent performance beyond the call of duty;
- To recognize and reward classified staff members for their commitment and dedication to Delgado;
- To encourage and motivate classified staff members to pursue advanced degree opportunities and to participate in staff development activities; and

### 4. **Rewards for Significant Achievement and Excellent Performance**

With available funding, Delgado Community College may reward (1) individual classified employees for significant work-related achievement, (2) classified employee groups for significant work-related achievement, or (3) classified employees who have received exceptional performance evaluations.

Monetary rewards for significant work-related achievement must be a lump sum payment and shall not be a part of the employee's base pay. The value of a single or the sum of multiple monetary rewards will be a lump sum not to exceed 10% of the employee's base salary within a fiscal year. For the purpose of this policy, work-related achievement requirements are defined as the achievement of performance indicators, such as improvements in enrollment and credit hour growth, retention and graduation rates, sustainability, efficiency, innovation, strengthening of business and industry partnerships, and workforce development growth.

Monetary rewards for employees who receive Exceptional performance evaluations will be limited to a lump sum of up to 3% of the employee's base pay, not to exceed \$2,500 within a fiscal year. The reward for Exceptional performance evaluations may be less than 3%, but every employee receiving an Exceptional rating must receive the same percentage. The earliest a reward for Exceptional Performance can be disbursed is September 1, but can be paid no later than June 30 of each fiscal year.

### 5. **Other Classified Employee 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 events, 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, which may be monetary or non-monetary and valued up to \$500 per award.

*With available funding*, the employees receiving these awards may be recognized at an event 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 "Distinguished Classified Employee Award Procedures" (Attachment A).

**C. Recognition of Advanced Degree Attainment**

In accordance with Civil Service Rule 6.16 (h), in lieu of base payment adjustment, *Payment for Attainment of Advanced Degree*, classified staff members who obtain additional advanced degrees after date of hire as a permanent, full-time employee may be rewarded and recognized through monetary awards. *With available funding*, the Vice Chancellor for Business and Administrative Affairs may recommend to the Chancellor the following monetary awards for each of the following advanced degree attainments from regionally accredited institutions of higher learning:

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

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

6. **Distinguished Classified Employee Award Guidelines**

A. **Eligibility**

In order to be considered for the Distinguished Classified Employee Award, an employee:

- Must have received a performance evaluation of at least “Successful” 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**

*With available funding*, the Distinguished Classified Employee Award is determined 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 “Distinguished Classified Employee Award Procedures” (Attachment A).

This committee will meet when funding is available in a fiscal year to determine which nominated employees will receive the Distinguished Classified Employee Award. The Committee will establish procedures for nominating and selecting the awardees. *Based on available funding*, the Vice Chancellor for Business and Administrative Affairs may recommend to the Chancellor the number and value of the awards to be given in each fiscal year.

C. **Presentation of Awards**

*With available funding*, awards are presented at the end of each fiscal year for incentives earned during that fiscal year, preferably at an event to honor the awardees.

7. **Dissemination of Information**

The Delgado Community College website 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 *when funding is available that fiscal year*. The Office of Institutional Advancement publicizes the recipients of awards/recognition each year. Additionally, the College is required to submit an annual report detailing payments made to employees under Civil Service Rule 6.16.1 by July 31 of each fiscal year to the Department of State Civil Service.

8. **Cancellation**

This policy and procedures memorandum update cancels BA-2320.3, *Classified Staff Awards and Recognition Program* dated February 1, 2012.

*Attachment:*

Attachment A - Classified Staff Award Procedures

*Policy Reference:*

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

[Civil Service Rule 6.16 \(h\), Payment for Attainment of Advanced Degree](#)

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

Civil Service Rule 6.16.1 Procedural Update - Vice Chancellor for Business and Administrative Affairs Approval 2/18/19

Louisiana Department of State Civil Service Commission Submission for Approval 3/6/19

*Distribution:*

Distributed Electronically Via College's Website



## **DISTINGUISHED CLASSIFIED EMPLOYEE REWARDS AND RECOGNITION PROCEDURES**

### **Distinguished Classified Employee 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:

- Six (6) 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
  - River City 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 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.
- 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 30<sup>th</sup>); (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 timeframe.
- 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 "Successful" 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.