

**DEPARTMENT OF NATURAL RESOURCES**

**HUMAN RESOURCES POLICY NO.: 14**

**EFFECTIVE DATE: FEBRUARY 3, 2016**

**SUBJECT: REWARDS AND RECOGNITION**

**AUTHORIZATION: STEPHEN CHUSTZ, SECRETARY**

**I. POLICY**

In accordance with Civil Service Rule 6.16.1 and provided funding is available, the Department of Natural Resources (DNR) may recognize and reward employees or employee groups for significant achievement.

**II. PURPOSE**

To allow appointing authorities to reward and recognize employee achievement in the following areas:

**1) Safety Program**

- a) To demonstrate DNR's commitment to a safe working environment, motivate employees to accept the additional responsibility for maintaining a safe working environment and reward employees who devote the time and attention necessary to achieve the goals of the department's Safety Program, employees who participate in the program are eligible for monetary rewards, as follows:

<b>TITLE</b>	<b>ROLE AND LOCATION</b>	<b>REWARD</b>
Safety Coordinator	Assigns and trains Floor Wardens/Assistants for each floor. Conducts quarterly safety meetings for the department. Takes lead role during emergencies by collecting information from Floor Wardens/Assistants and communicating same to emergency response personnel. Assists Floor Wardens. Maintains common drive with updated	\$300.00 annually

	information for District Offices. Facilitates resolution of issues identified during safety inspections. Ensures all safety policies are up-to-date. Attends mandatory ORM Safety Coordinator training. Maintains key control forms. Responsible for the department's annual safety audit.	
Assistant Safety Coordinator	Assists the Safety Officer in performing the tasks identified above and performs the duties of Safety Officer in his/her absence. Attends safety training as required.	\$200.00 annually
Floor Wardens	Located on each of the North and South hallways of the floors occupied by DNR in the LaSalle Building, these employees are responsible for conducting quarterly safety inspections, maintaining up-to-date floor rosters, apprising the Safety Coordinator of unsafe conditions and taking responsibility for the safe evacuation of their work groups during emergencies.	\$200.00 annually
Assistant Floor Wardens	Located on each of the North and South hallways of the floors occupied by DNR in the LaSalle Building, these employees assist the Floor Wardens with the tasks identified above and perform the duties of Floor Warden in his/her absence.	\$100.00 annually
Certified First Aide/CPR Provider	Located on each of the North and South hallways of the floors occupied by DNR in the LaSalle Building and in each District Office, these employees provide, within the scope of their training, first aide/CPR services until emergency first responders such as fire department, ambulance,	\$200.00 annually

	<p>etc. arrive on the scene. Maintains first aid kits.</p> <p>NOTE: Depending upon the location of the office relative to first responders, there may be no employee designated to fill this role.</p>	
Assistant Certified First Aide/CPR Provider	<p>Located on each of the North and South hallways of the floors occupied by DNR in the LaSalle Building and in each District Office, these employees assist the Certified First Aide/CPR Provider, within the scope of their training, in performing the duties set forth above and perform those duties in his/her absence.</p> <p>NOTE: Depending upon the location of the office relative to first responders, there may be no employee designated to fill this role.</p>	\$100.00 annually
Safety Officer	<p>Located in each District Office, these employees are responsible for conducting quarterly safety inspections, independently conducting safety meetings in the District Office, apprising the Safety Coordinator of unsafe conditions and taking responsibility for the safe evacuation of their work groups during emergencies. Oversees annual audit for the District Office.</p>	\$200.00 annually
Assistant Safety Officer	<p>Located in each District Office, these employees assist the Safety Officer in performing the tasks identified above and perform the duties of Safety Officer in his/her absence.</p>	\$100.00 annually

- b) An employee may receive more than one monetary reward depending on responsibilities in the Safety Program.

- c) Rewards will be presented annually in July of each year for service in the specified capacity for the prior fiscal year. Employees who have served in such capacity for at least six months may be entitled to a pro-rated reward.
- d) Monetary rewards shall be paid as a lump sum payment.
- e) All such rewards are dependent upon funding availability.

## **2) Professional Certifications**

DNR supports and recognizes the value professional certification brings not only to the individual, but also to the department. Therefore, subject to funding availability, employees achieving a professional certification from the State of Louisiana while employed with DNR may be compensated by a one-time lump sum reward of \$500.00 (Examples: CPA, P.E., CIA, CCP, CPG).

## **3) Achievement Recognition**

DNR management seeks to motivate leaders and recognize high performers by rewarding outstanding employee or team achievement upon conclusion of an identifiable special project. To do so, management may nominate an employee and/or team for a lump sum reward of \$500.00 by complying with the following procedure:

- a) The Division Head may submit a proposal to the appointing authority requesting that an employee receive the monetary reward for outstanding work performed on a special project, either individually or as part of an employee team. This proposal shall include:
  - i) An in-depth summary of the project and a detailed statement of the employee's work activities;
  - ii) An explanation of the project's benefit in furtherance of DNR's mission;
  - iii) Certification that the project was not a regular and recurring function of the employee's position; and
  - iv) Certification that the employee was not compensated for services performed on the project under any other pay mechanism authorized by Civil Service (detail to special duty, premium pay, optional pay, etc.).
- b) The appointing authority will review the proposal and support documentation. If the appointing authority concurs with the

Division Head's recommendation, the proposal will be forwarded to the Secretary for review.

- c) The Secretary will determine whether the employee's work activities warrant the proposed monetary reward. Any such determination will be final and binding.
- d) All such rewards are dependent upon funding availability.

**III. REPORTING RESPONSIBILITY**

Human Resources is required to:

- 1) Post this policy and the names of all reward recipients and the amount received in the Human Resources Office and on the department's intranet; and
- 2) Submit by July 31 of each year a report to the Department of State Civil Service detailing payments made to employees under this policy.

**IV. EXCEPTIONS**

Exceptions to this policy require the approval of the Secretary.

**V. QUESTIONS**

Questions regarding this policy should be addressed to the Undersecretary.

  
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**STEPHEN CHUSTZ, SECRETARY**  
1/8/16  
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**DATE**

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**INITIAL ISSUE DATE: 11/00**

**REVISION DATES: 10/01; 12/01; 03/02; 08/05; 07/06; 05/08; 12/15; 2/2016**