

DEPARTMENT OF NATURAL RESOURCES

HUMAN RESOURCES POLICY NO.: 14

EFFECTIVE DATE: SEPTEMBER 23, 2015

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 the ability to reward and recognize employee achievement in the following areas:

1) Safety Program

- a) To demonstrate DNR's commitment to a safe working environment, to motivate employees to accept the additional responsibility for maintaining a safe working environment, and to reward employees for agreeing to 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:

ROLE	LOCATION	REWARD
Floor Wardens	On each of the North and South hallways of the floors occupied by DNR in the LaSalle Building	\$200.00 annually
Certified First Aide/CPR Provider	On each of the North and South hallways of the floors occupied by DNR in the LaSalle Building	\$200.00 annually
Primary Assistant Floor Warden	On each of the North and South hallways of the floors occupied by DNR in the LaSalle Building	\$100.00 annually
Safety Officer	In each District Office of the Department	\$200.00 annually

Assistant Safety Officer	In each District Office of the Department	\$100.00 annually
Certified First Aide/CPR Provider	In each District Office of the Department	\$200.00 annually
Primary Assistant First Aide/CPR Provider	In each District Office of the Department	\$100.00 annually

- b) An employee may receive more than one monetary reward, depending on responsibilities in the program.
- c) Rewards will be presented annually in July of each year for service in the specified capacity for the prior fiscal year. Rewards may be pro-rated for employees holding each position for less than the entire fiscal year.
- d) All such rewards are dependent upon funding availability.
- e) Monetary rewards shall be paid as a lump sum payment.

2) Time Administration Duties

Employees who timely and accurately perform the time administration function for their work group are eligible to receive, subject to funding availability, an annual lump sum reward of up to \$1,000.00 for primary time administration duties and \$500.00 for back-up time administration duties. Rewards may be pro-rated for employees who did not perform the time administration function for the entire fiscal year or who rotated from primary to back-up or back-up to primary.

3) Professional Licensure

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 license 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).

4) Achievement Recognition

DNR management seeks to motivate leaders and recognize high performers by rewarding outstanding employee or team achievement upon conclusion of a specific identifiable special project. To do so,

management may nominate an employee 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 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.

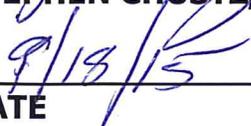
IV. EXCEPTIONS

Exceptions to this policy require the approval of the Secretary.

V. QUESTIONS

Questions regarding this policy should be addressed to the Undersecretary.



STEPHEN CHUSTZ, SECRETARY


DATE

INITIAL ISSUE DATE: 11/00

REVISION DATES: 10/01; 12/01; 03/02; 08/05; 07/06; 05/08; 09/15