Revised September 26 , 2022

LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

SECRETARY'S POLICY AND PROCEDURE MEMORANDUM (PPM) NO. 49

SUBJECT: DOTD Employee Recognition Program

EFFECTIVE DATE: January 1, 1996

INSTRUCTIONS: This memorandum supersedes all other memoranda and manuals.

1. PHILOSOPHY

Under the provisions of Civil Service Rule 6.16.1, the DOTD Employee Recognition Program acknowledges and rewards outstanding employee performance. By formally recognizing the accomplishments of our employees, we acknowledge the individual's value to the Department, thereby increasing job satisfaction and encouraging a more committed and motivated workforce.

2. OBJECTIVES

A. To encourage, recognize, and reward outstanding job performance that reflects DOTD's goals and objectives.

B. To improve DOTD employee morale, job satisfaction, and loyalty.

C. To increase efficiency and productivity.

D. To motivate employees toward better job performance.

E. To give employees a sense of accomplishment and the knowledge that they are appreciated by both the administration of this Department and their co-workers.

3. NOMINATION PROVISIONS

A. All DOTD employees are eligible to be nominated for awards.

B. Any employee may nominate another employee or group of employees for an award unless otherwise specified under an award's provisions.

C. Nominations must be submitted during the fiscal year in which the employee became eligible for the award. Nominations must be processed within 60 days of submission.

D. Nominations must be made on the appropriate nomination form.

E. Self-nominations are prohibited.

F. The nomination of an immediate family member is prohibited. Immediate family member is defined in Secretary’s Policy and Procedure Memorandum No. 9, DOTD Nepotism Policy.

G. Falsifying nominations will be handled in accordance with Secretary's Policy and Procedure Memorandum No. 29, Employee Conduct.

H. All nominations will be considered in a fair and equitable manner.

4. AWARD PROVISIONS

A. The awarding of all rewards, both monetary and non-monetary, is dependent upon the availability of adequate funds for this program. If funding for monetary rewards is not available, an employee may still be nominated, and if selected, recognized for his/her achievement. In these cases, if funding becomes available at some future point, no retroactive reward payments will be granted without the consent of the Secretary.

B. All monetary rewards shall be issued in a lump-sum payment (less tax withholdings) on an employee's paycheck.

C. No monetary reward (or the sum of multiple rewards) shall exceed a total of l0% of an employee's base salary within a fiscal year.

D. Employees with an Unsuccessful/Needs Improvement rating on their most recent PES evaluation or employees with documented performance/behavior problems are not eligible to receive awards that include a monetary value.

5. GOING THE EXTRA MILE AWARD

A. The Going the Extra Mile Award recognizes and rewards employees who demonstrate above and beyond performance that is superior and beyond one's normal job responsibilities. An employee may only receive this award once per fiscal year.

To be considered for this award, an employee must demonstrate a one-time above and beyond performance in the area of Teamwork, Service, Work Product, and/or Safety.

(1) Teamwork - working with others toward a common goal

(2) Service - working selflessly for co-workers or the general public

(3) Work Product - product that is efficient and effective

(4) Safety- looking out for the welfare of themselves and others

B. Nominations must be submitted on the Going the Extra Mile Award Nomination form. The nomination form can be completed online by going to the Employee Recognition section of the Human Resources intranet webpage. A paper version of the nomination form can be found under the Forms and Job Aids section of the

Human Resources intranet webpage.

C. The nominated employee's Appointing Authority, Section Head/District Administrator, and Office Head must approve the nomination in order for the employee to receive this award. Honorees will be recognized in the Human Resources newsletter and in a forum deemed appropriate by the Appointing Authority. In addition, the honored employee may, if funding is available, be awarded a monetary award to be determined by the Department each fiscal year, not to exceed $350.

6. SECRETARY'S AWARD OF EXCELLENCE

A. The Secretary's Award of Excellence provides the Secretary with a method of personally recognizing and rewarding employees of the Department who exhibit outstanding qualities such as:

(1) Initiative.

(2) Exemplary work performance.

(3) Exemplary behavior or actions.

B. The Secretary has sole responsibility for selecting individuals to receive this honor. An individual's outstanding accomplishments may be made known to the Secretary by:

(1) Personal knowledge of or observation by the Secretary.

(2) Acknowledgment by a member of the public for exceptional customer service.

(3) Recommendation by a supervisor or co-worker.

C. The Secretary will award tokens of honor to an employee, or team of employees, who demonstrate outstanding qualities. The tokens will be in the form of a coin bearing the Department's insignia and the State Seal. Honorees will also receive a framed Certificate of Commendation and will be recognized in the Human Resources newsletter and at the next Employee Recognition Ceremony. Additionally, employees selected for this award may, if funding is available, receive up to $1,000.

7. SECRETARY'S AWARD FOR INNOVATION

A. The Secretary's Award for Innovation recognizes employees or groups of employees who have demonstrated excellence in developing and implementing innovative solutions to challenging situations. This could include the

development of a new idea or process or a modification to an existing procedure. Such accomplishments must demonstrate a fresh approach to a situation of significant concern within the Department and should result in significant savings in cost, time, and/or materials.

B. The following factors will be considered in selecting recipients for this award:

(1) Novelty, judged by the degree to which the idea/concept demonstrates originality and creativity.

(2) Effectiveness, judged by evidence that the idea/concept has made substantial progress toward its intended goal(s).

(3) Significance, judged by the degree to which it successfully addresses an important situation or issue, which is of concern to DOTD, its employees, and/or members of the public.

(4) Transferability, judged by the degree to which the idea shows the ability to be successfully adapted for implementation by other Sections and/or Districts.

C. All applications must be made using the Secretary's Award of Innovation Form, located under Forms and Job Aids on the Human Resources intranet webpage, and submitted to the Human Resources Section. Applications must be received by December 31st for innovative concepts implemented the previous calendar year.

D. Applications for the Secretary's Award for Innovation will be reviewed by the SCHR (Standing Committee on Human Resources). Recipients will be selected after a thorough evaluation of the idea/concept's impact upon the Department, its employees, and/or service to the public. There shall be no limit to the number of employees receiving this award each year. However, the idea/concept must have been implemented for at least one year so that its impact may be measured.

E. The names of the individuals selected to be honored for the Secretary's Award for Innovation will be announced at the end of February. The honoree(s) will receive a framed certificate and will be recognized in the Human Resources newsletter and at the next Employee Recognition Ceremony. In addition, each honoree may, if funding is available, receive a monetary award of $500 or up to 5% of the amount saved through implementation of the idea/concept, whichever is greater. The monetary award, however, cannot exceed 10% of the employee's base salary. In the case of a group award, the total award shall be divided equally among the employees listed on the application.

8. SERVICE AWARD PROGRAM

A. The Service Award Program recognizes employees' longevity with Louisiana State employment. Service Awards are presented on an annual basis to employees who have attained longevity with the State beginning with five (5) years of service and thereafter given in increments of five (5) years.

B. Employees who have attained years of service in increments of five (5) years with the State will receive a Service Award Certificate. In addition to the Service Award Certificate, employees with ten (10) or more years of service will receive a choice of a State of Louisiana recognition service award lapel pin or State of Louisiana acrylic plaque.

C. Employees who are receiving a ten (10) year or higher Service Award will be recognized at the next HQ or District Employee Recognition Ceremony. Five (5) year service awards will be presented to recipients in a manner deemed appropriate by each Section Head or District Administrator.

9. ATTAINMENT OF SPECIAL TRAINING/CERTIFICATION AWARD

A. This provision was established to recognize and reward employees who attain certain job- related training and/or certification.

B. To receive an award, the training and/or certification attained must at least meet the following criteria:

(1) Must be nationally recognized and require testing.

(2) Must be directly related to the employee's job or job series.

(3) Cannot be required by the agency or required as part of the minimum qualification requirements for the job or job series.

(4) Cannot be post-secondary higher education (e.g., college hours and/or degrees or courses at technical colleges or vocational-technical schools).

C. The following training/certifications are established as standard awards. Employees who attain a certification(s) specified below will, if funding is available, receive a monetary award of $500.

(1) Certified Novell Engineer (CNE)

(2) Certified Government Financial Manager (CGFM)

(3) Certified Professional Public Buyer (CPPB)

(4) Professional Traffic Operations Engineer (PTOE)

(5) Certification awarded by the Human Resources Certification Institute (PHR, GPHR, or SPHR) or awarded by the Society for Human Resource Management (SHRM-CP or SHRM-SCP)

(6) Certifications awarded by the State Comprehensive Public Training Program (CPTP): such as Professional Certificate, Certificate for Human Resource Development, Professional Trainer Certificate, eLearning Architect Certificate or any other Certifications awarded by CPTP.

(7) Certifications earned after the attainment of a baccalaureate degree, such as Certified Public Accountant (CPA) or certification with the status of a CPA (i.e., Certified Internal Auditor (CIA) and Certified Management Accountant (CMA), provided it meets all criteria listed in 9.B. above

D. If an Appointing Authority wishes to submit other certifications for consideration, he/she must submit a written request with supporting documentation (i.e., indicate criteria for eligibility met) to the Human Resources Section for recommendation to the Undersecretary.

E. The honoree(s) will be recognized at the next Employee Recognition Ceremony.

10. ATTAINMENT OF ADVANCED DEGREE AWARD

DOTD may grant an award under the provisions of CS Rule 6.16.1, to a permanent employee who attains a master's or doctoral degree while employed at this agency. The degree must be earned from a college or university accredited by a member of the Council of Regional Accrediting Commissions (C-RAC) and must be related to the employee's job. The intent of this award is to recognize employees who further their education in their field of work, in consideration that such will result in a better educated and qualified workforce. The award will be in the form of a lump- sum payment of up to 10% of an employee's base salary, if funding is available. An employee will only be eligible to receive a payment for an advanced degree once while employed with DOTD. Additionally, an employee will not be eligible for this payment if previously compensated any amount for the advanced degree under Civil Service Rule 6.5(g), and the advanced degree cannot be required for the employee's position.
his policy will not prohibit DOTD employees enrolled in an advanced degree program as of July 6, 2022 from receiving a base pay adjustment of up to 10%, if funding is available (C.S. Rule 6. l6(h)). The advanced degree must be earned from an accredited college or university and be related to the employee's job.
This payment is not to be considered an automatic award; each request must clearly meet all of the following criteria. In reviewing each case, the Appointing Authority must determine that the employee has/will use his/her education to benefit the agency.

A. Eligibility Requirements:

(1) Employee: Must be permanent at the time of the request, have earned degree while employed by DOTD, and must have received an evaluation of at least Successful or its equivalent for the previous evaluation period.

(2) Career fields/degrees: In general, job-related master's and doctoral degrees earned by eligible employees will be granted up to the maximum allowed (10%) lump sum payment of base salary.

B. Approval Procedures:

An eligible employee must first submit an Application for Advanced Degree Payment and official transcript to his/her Appointing Authority, who will verify the degree and confirm the job-relatedness of the advanced degree. The Appointing Authority will then recommend the payment by signing the Application for Advanced Degree Payment form and forwarding it to the appropriate Office Head for approval/signature. The recommendation must contain a proposed payment amount and must clearly describe how the employee's advanced degree has/will improve his/her job performance and benefit the agency. Once approved by the Office Head, the request will be forwarded to the Human Resources Section, which will then submit its recommendation for final action to the DOTD Undersecretary. The effective date of an approved payment will be the date final approval is granted by the Undersecretary.

C. Miscellaneous:

(1) Each July, a listing of all employees who received payments during the prior fiscal year for the attainment of an advanced degree shall be posted within the agency.

(2) Each July, the Human Resources Section shall ensure proper reporting to the State Civil Service of all payments made during the prior fiscal year.

11. <u>LIFESAVER AWARD</u>

A. The Lifesaver Award recognizes and rewards employees who demonstrate extraordinary humanitarian efforts in a life-threatening situation. These efforts must have been demonstrated to a coworker or private citizen(s) in preventing serious injury and/or saving a life.

B. Nominations must be made on the Lifesaver Award Form, located under Forms

and Job Aids on the Human Resources intranet webpage, and submitted to the appropriate Headquarters or District Loss Prevention Officer for review and validation by the Loss Prevention Committee. Upon validation, the nomination form and any supporting documentation shall be forwarded to the HQ Loss Prevention Section for processing of the award(s).

C. Each Lifesaver Award recipient shall receive a framed Certificate of Merit and will be recognized in the HR newsletter and at the next Employee Recognition Ceremony. Additionally, each recipient of the Lifesaver Award may, if funding is available, receive $300.

12. EMPLOYEE RECOGNITION CEREMONY

A. Employee Recognition Ceremonies are held annually to recognize employees who have merited recognition for the awards specified in this policy and to recognize employees for any other honors which warrant commendation.

B. Headquarters and each District will hold an annual Employee Recognition Ceremony at its respective location. During the ceremony, the Secretary or designee will present the appropriate awards to the Honorees.

C. Headquarters and each District must submit its program plans and budget to the Undersecretary for consideration and approval. Appointing Authorities will coordinate with the DOTD Procurement Director to ensure that proper procurement procedures are followed.

13. MISCELLANEOUS PROVISIONS

The Secretary of the Department may waive any one or more of the provisions of this policy whenever, in his/her opinion, such action is in the best interest of the Department, provided exceptions do not violate any State Civil Service Rules and Regulations or employee's rights to confidentiality.

Shawn D. Wilson, Ph.D.
Secretary