



LSU Agricultural Center
REWARDS AND RECOGNITION POLICY
FOR CLASSIFIED EMPLOYEES

This policy concerning rewards and recognition programs for classified employees is being established under authority of Civil Service Rule 6.16.1. All rewards and recognition activities will be made in accordance with the specific provisions of Rule 6.16.1. The following programs will be available:

PROGRAM 1:

**COMPLETION OF NUTRITION CURRICULUM BY LCES NUTRITION
EDUCATORS**

Purpose

The purpose of this policy is to recognize and reward Nutrition Educators who complete the formalized program of study laid out in the Louisiana Cooperative Extension Service (LCES) Nutrition Educator Curriculum. This policy is consistent with the AgCenter's commitment to self development activities by employees.

Policy

Nutrition Educators shall be eligible for a one-time cash award of up to \$400 (not to exceed 4% of the employee's salary) upon successful completion of the Nutrition Educator curriculum as evidence by the following:

1. Completion of all lessons
2. Passing score on a comprehensive examination
3. Demonstrated application of lessons

The policy shall be administered by the School of Human Ecology in conjunction with the appropriate regional director, parish chair, and supervising agent and the Human Resource Management Office. Awards must be approved by the Office of the Associate Director. Eligibility for the program, effective date of awards, award procedures, and amount of awards shall be included in the curriculum guidelines.

Awards will be posted and announced throughout the AgCenter.

Awards will only be given if funding is available.

PROGRAM 2: WEB INCENTIVE PROGRAM

Purpose

The web has become a driving influence in today's economy and culture. Over two-thirds of Americans have regular access to the Internet. Of the remaining third, over 40% will join the online community within the next year. In an effort to position the LSU AgCenter as a leader in the area of electronic learning, Web Incentive 2001 seeks to reward individuals for the creation of quality web content. The purpose of the incentive is to promote activities that foster the creation of marketable web content targeted at the general public of Louisiana. The program will have a specific focus each year with the focus for the first year being environmental issues.

Process

Awards will be given effective July 1 of each fiscal year. Employees who wish to participate will be required to submit a proposal in advance (by a deadline date specified annually). Proposals will be reviewed by a selection committee. The selection committee will pick the best proposals and determine the overall incentive amount which will be a one-time, lump-sum payment (i.e., nonrecurring and not a part of base pay). Half of the overall incentive amount will be awarded at the time the proposal is selected in recognition of the work involved in submitting the proposal. The other half will be awarded when the website is completed.

Criteria

All current LSU AgCenter classified employees are eligible to participate in this incentive program except for those in the administrative support units (including Information Technology) and LSU AgCenter Communications. The Selection Committee will judge proposals based on the following Criteria:

1. Marketability (25%). The primary goal of the proposal is to create content that will ultimately generate public use of the web for LSU AgCenter materials.
2. Feasibility (20%). Anticipated results must be well defined. The proposal should be reasonable, thoroughly explained, and well-integrated with goals and objectives. Proposals also must have the ability to be completed within a six-month time period.
3. Relevance (20%). All proposals must be related to the focus established for that fiscal year.
4. Creativeness (15%). Proposal ideas should be both new and unique to web efforts currently underway at the LSU AgCenter. Proposals that intend to rework content that is currently being delivered on the web must rework the material substantially to be awarded the incentive.
5. Employee Commitment (10%). The proposal must reflect commitment to project

implementation and ongoing support. The employee(s), with considerable support from the office of Web Systems, will be expected to create and maintain the content of the proposed website.

6. Scope (10%). Preference will be given to proposals containing components that span both Louisiana Cooperative Extension Service (LCES) and Louisiana Agricultural Experiment Station (LAES). Team efforts will be given preference. Teams that are composed of individuals from both of these units will be given special preference.

Selection and Awards

The selection committee will be composed of web professionals and administrative faculty from LCES, LAES, LSU AgCenter Information Technology and LSU AgCenter Communications. All awards will be in the form of a monetary stipend, lump sum payment which is not a part of base pay. The award to a classified employee may not exceed The limitation in civil Service Rule 6.16.1. The maximum award per individual or team will be \$2,000. The selection committee, based upon the defined criteria for the proposal, will make the determination of proposal value.

**PROGRAM 3:
GANELLE BULLOCK STAFF OUTSTANDING SERVICE AWARD PROGRAM**

Purpose

The purpose of this policy is to recognize staff members who consistently demonstrate high levels of performance and service to the LSU AgCenter. The award will be presented annually.

Eligibility

Classified and Nonclassified AgCenter staff members are eligible for this award. An employee may receive this award only once.

Selection and Awards

There will be a nomination process where nominations will be reviewed by a committee consisting of faculty and staff working with the Vice Chancellors to make a recommendation for approval by the Chancellor.

Awards will be in the form of a monetary stipend, lump sum payment which is not a part of base pay. The award will be up to \$2000.00 and for classified employees will be in accordance with specific provisions of Rule 6.16.1.

PROGRAM 4: DIVERSITY AWARDS

Purpose

There are four categories of Diversity Awards to be presented annually: (1) **LSU AgCenter Diversity in the Workplace Award** which recognizes staff members whose efforts in outreach/recruitment, hiring and retention of a diverse workforce/student population. The individual encourages, through example, the fair and equitable treatment of all employees/students without regard to their differences or similarities and develops and utilizes the diverse talents of all employees/students; (2) **LSU AgCenter Diversity in Programming Award** celebrates outstanding contribution of an individual's and/or group's outreach and program efforts to under-served audiences and/or new audiences regarding traditional services; (3) **LSU AgCenter Diversity Initiative Award for Excellence** which also acknowledges the ability to create new programs/services based on the specific needs of the targeted population as warranted will honor an individual who has exceeded the average standards of personal growth, commitment and dedication towards the inclusion of all people. The individual also serves as a change agent in providing all employees with the tools necessary to reach their full potential; and (4) **LSU AgCenter Diversity in Research Award** which acknowledges the outstanding contribution of an individual's and/or group's research efforts to under-served audiences and/or new audiences regarding traditional research. This award also recognizes the ability to create new research projects based on the specific needs of the targeted population as warranted.

Awards will be in the form of a monetary stipend, lump sum payment which is not a part of base pay. Each award will be up to \$1200.00 and for classified employees will be in accordance with specific provisions of Rule 6.16.1.

Eligibility

Classified and Unclassified AgCenter staff members are eligible for this award. An employee may receive this award only once.

Selection and Awards

There will be a nomination process where nominations will be reviewed by a committee consisting of a diverse group of faculty and staff who will recommend their selection to the Chancellor for approval.

**PROGRAM 5:
LSU FOUNDATION STAFF OUTSTANDING SERVICE AWARD**

Purpose

The purpose of this policy is to recognize and award superior work performance and outstanding contributions of staff employees.

Awards will be in the form of a monetary stipend, lump sum payment which is not a part of base pay and for classified employees will be in accordance with specific provisions of Rule 6.16.1.

Eligibility

Full-time Classified and NonClassified staff members are eligible for this award.

Selection and Awards

There will be a nomination process where nominations will be reviewed by a panel of judges from outside the LSU System, appointed by an awards committee. The panel will screen nominations and make objective decisions based on written nominations.

**PROGRAM 6:
CHI EPSILON SIGMA ABOVE AND BEYOND THE CALL OF DUTY
AWARD**

Purpose

The purpose of this policy is to recognize and award excellence in service with compassion, vision and integrity beyond identified job duties of staff employees.

Awards will be in the form of a monetary stipend, lump sum payment which is not a part of base pay and for classified employees will be in accordance with specific provisions of Rule 6.16.1.

Eligibility

Classified and Nonclassified AgCenter staff members are eligible for this award.

Selection and Awards

There will be a nomination process where nominations will be reviewed by a panel of judges comprised of AgCenter employees and non-AgCenter employees, appointed by an awards committee. The awards committee will be comprised of officers of the CES or persons they designate. The panel will screen nominations and make objective decisions based on written nominations.

**PROGRAM 7:
CHI EPSILON SIGMA AWARD OF EXCELLENCE AWARD**

Purpose

The purpose of this policy is to recognize and award demonstrated positive work ethic and a staff employee who has excelled within his/her job responsibilities.

Awards will be in the form of a monetary stipend, lump sum payment which is not a part of base pay and for classified employees will be in accordance with specific provisions of Rule 6.16.1.

Eligibility

Classified and Nonclassified AgCenter staff members are eligible for this award.

Selection and Awards

There will be a nomination process where nominations will be reviewed by a panel of judges comprised of AgCenter employees and non-AgCenter employees, appointed by an awards committee. The awards committee will be comprised of officers of the CES or persons they designate. The panel will screen nominations and make objective decisions based on written nominations.

Effective Date

The effective date of this policy is April 1, 2006.

**PROGRAM 8:
RECOGNITION FOR CONTRIBUTIONS TO INVENTIONS**

Purpose

The purpose of this policy is to recognize and reward positive work contributions that result in the award of distributable royalties to the LSU Agricultural Center. Rewards will be in the form of a lump sum payment which is not a part of base pay and for classified employees will be in accordance with specific provisions of Civil Service Rule 6.16.1.

Eligibility

All AgCenter employees.

Selection and Awards

An inventor (faculty member) who receives distributable royalty payments under LSU System Policy PM-64 may recommend that a portion be assigned to classified employee(s) who helped reduce the invention to practice. The recommendation is subject to review and approval by the appropriate vice chancellor. The payment to a classified employee made in any fiscal year may not exceed the limits of Civil Service Rule 6.16.1.

Effective Date

The effective date of this policy is May 1, 2010.

**PROGRAM 9:
KENNETH W. TIPTON TEAM RESEARCH AWARD**

Purpose

The purpose of this policy is to recognize and award significant contributions to Louisiana Agriculture by a team of scientists who have been participants in exceptional collaborative research efforts.

Awards will be in the form of a monetary stipend, lump sum payment which is not a part of base pay and for classified employees will be in accordance with specific provisions of Rule 6.16.1.

Eligibility

All AgCenter employees.

Selection and Awards

There will be a nomination process where nominations will be reviewed by a panel of judges comprised of AgCenter scientists, appointed by an awards committee. The panel will screen nominations and make objective decisions based on written nominations.

Effective Date

The effective date of this policy is December 14, 2011.

Approved:



Ann Coulon, Director of Human Resource Management