

**LOUISIANA STATE UNIVERSITY AGRICULTURAL CENTER
REWARDS AND RECOGNITION POLICY
FOR CLASSIFIED EMPLOYEES**

POLICY

In accordance with State Civil Service Rule 6.16.1, *Rewards and Recognition*, it is the policy of the LSU AgCenter to implement a program of rewards and recognition for individual employees or for employee groups for significant achievement.

APPLICABILITY

This policy applies to all full-time classified employees of the LSU AgCenter. No award can exceed 10% of any employee's base pay and no employee shall receive more than the maximum amount allowed by State Civil Service Rule 6.16.1 within a fiscal year.

IMPLEMENTATION

This policy becomes effective upon the date approved by the State Civil Service Commission. Subsequent revisions shall become effective on the date revisions are approved by the State Civil Service Commission.

PURPOSE

Provided that funding is available, the LSU AgCenter will consider granting pay to employees utilizing the following programs:

Program 1: Successful Completion of Nutrition Educator Curriculum

This award is intended to recognize and reward Nutrition Educators who successfully complete the formalized program of study laid out in the Louisiana Cooperative Extension Service Nutrition Educator curriculum. A Nutrition Educator shall be eligible for a one-time cash award of up to \$400.00 (not to exceed 4% of the employee's salary) upon successful completion of the Nutrition Educator curriculum as evidenced by the following:

1. Completion of lesson curriculum
2. Passing score of 75% or greater on the certification exam
3. Demonstrated application of lessons using the appropriate programming lessons

This program shall be administered by the School of Nutrition and Food Sciences in conjunction with the appropriate Regional Director, Parish Chair, Supervising Agent and the HRM Office. Awards must be approved by the Program Leader of Nutrition and Food Science.

Program 2: Ganelle Bullock Outstanding Service Award

This award is intended to annually recognize an employee who consistently demonstrates a high level of performance and service to the LSU AgCenter. An employee may only receive this award once and it is available to classified and non-classified employees of the LSU AgCenter.

A committee consisting of faculty and staff reviews nominations and makes recommendations to the Program Leaders. The Program Leaders narrow the recommendations to a single nominee which is submitted

to the Vice President for approval. The Vice President is the Appointing Authority.

Award will be in the form of a lump sum payment not part of base pay in the amount of up to \$2000.00 and in accordance with SCS Rule 6.16.1.

Program 3: LSU Foundation Staff Outstanding Service Award

This award is intended to recognize and award superior work performance and outstanding contributions of LSU AgCenter employees. This award is available to full time classified and non-classified employees.

Written nominations are reviewed by a panel of judges from outside the LSU system who are appointed by an awards committee. The awards committee consists of staff recommended by each participating campus.

Awards are in the form of a lump sum payment not part of base pay in the amount of \$500.00 and in accordance with SCS Rule 6.16.1.

Program 4: Chi Epsilon Sigma {CES} Above and Beyond the Call of Duty Award

This award is intended to recognize and award excellence in service with compassion, vision and integrity beyond identified job duties of LSU AgCenter. This award is available to classified and non-classified AgCenter employees.

Written nominations will be reviewed by a panel of judges comprised of LSU AgCenter employees and non AgCenter employees appointed by an awards committee. The awards committee is comprised of CES officers or their designees. The panel will screen nominations and make objective decision based on written nominations.

Awards for classified employees are in the form of a lump sum payment, not part of base pay in accordance with SCS Rule 6.16.1.

Program 5: Chi Epsilon Sigma {CES} Award of Excellence Award

This award is intended to recognize and reward an employee who has demonstrated positive work ethic and excellence within their job responsibilities. The award is available to classified and non-classified AgCenter employees.

Written nominations will be reviewed by a panel of judges comprised of LSU AgCenter employees and non AgCenter employees appointed by an awards committee. The awards committee is comprised of CES officers or their designees. The panel will screen nominations and make an objective decision based on written nominations.

Awards for classified employees are in the form of a lump sum payment, not part of base pay in accordance with SCS Rule 6.16.1.

Program 6: Kenneth W. Tipton Team Research Award

This award is intended to recognize and reward significant contributions to Louisiana Agriculture by a team of scientists who have been participants in exceptional collaborative research efforts. The award is available to all AgCenter employees.

Written nominations will be reviewed by an awards committee appointed by the Program Leaders and Vice President. The committee screens nominations and makes objective recommendations based on written nominations. The recommendations are reviewed by the program leaders and the final selection is made by the Vice President.

Awards for classified employees are in the form of a lump sum payment, not part of base pay in accordance with SCS Rule 6.16.1.

Program 7: Recognition for Contributions to Inventions Award

This award is intended to recognize and reward positive work contributions that result in the award of distributable royalties to the LSU AgCenter. This award is available to all AgCenter employees.

An inventor (faculty member) who receives distributable royalty payments under LSU System Policy PM-64 may recommend that a portion of the royalty payments be assigned to AgCenter employees who assisted in bringing the invention to practice. The recommendation is subject to review and approval by the appropriate Program Leader.

Awards for classified employees will be in the form of a lump sum payment which is not a part of base pay in accordance with SCS Rule 6.16.1.

Program 8: Diversity and Inclusion Champion Award

This award is intended to recognize and reward employees serving in the capacity of Diversity and Inclusion Champion. This award is available to all AgCenter employees in a 75% or greater effort and who are in a leave earning position.

Written applications will be reviewed by the Climate and Recruitment committee (a subcommittee of the LSU AgCenter Council for Diversity, Inclusion, Equity and Change). The committee will select applicants based upon the employee's responses on the Diversity Champion standard application form.

Awards for classified employees will be in the form of a lump sum payment which is not part of base pay in accordance with SCS Rule 6.16.1

Posting/Reporting

This policy shall be posted in a manner that assures its availability to all employees along with a listing of all employees who receive payments in accordance with SCS Rule 6.16.1. The agency will submit an annual report to the Department of State Civil Service for fiscal year ending June 30th. This report will include detail payments made to employees under this policy.

Appointing Authority Signature 
Lucien P. Laborde, Jr.

Date 11/10/2021