

POLICY STATEMENT

NO. 3.20.01

Coordinated By: Human Resource Management

Effective: December 13, 2017

Revised: December 6, 2023

Subject: Rewards and Recognition

I. PURPOSE

This policy specifies guidelines and procedures for the LSUS Rewards and Recognition Program.

II. GENERAL

LSU Shreveport fully supports recognition of outstanding service to the University. It is the intent of the university, within constraints of the budget, to recognize outstanding performance through a series of awards to deserving faculty and staff.

III. RESPONSIBILITIES

- A. Vice Chancellors:** Vice Chancellors are responsible for proper administration and oversight of the reward programs in their units. This responsibility includes notification to all eligible employees of the process and timelines for each award. Additionally, Vice Chancellors will provide oversight into these programs as well as conduct periodic review of the selection process for each award program.
- B. Deans, Chairs and Directors:** Deans, Chairs, and Directors provide input to their Vice Chancellor concerning the administration of the rewards programs. They also encourage their staff and faculty to participate in these programs to the maximum extent possible.
- C. Director of Human Resource Management:** The Director of Human Resource Management has direct responsibility for administration of the Outstanding Service Awards, Service Awards, and the Kemp Award. The Director of HRM will publicly post the names of recipients and amount of each individual award and submit an annual report by July 31 of each year to the Department of State Civil Service that details all payments made under this policy.
- D. Employees:** All employees are responsible for nominating deserving peers and subordinates for the appropriate LSUS Awards.

IV. PROGRAMS

A **Outstanding Service Award:** This annual award is presented to a total of six staff members who have been nominated by their peers or supervisors based on demonstrated service and dedication to LSUS. Three individual awards are given to classified staff members and three individual awards are presented to unclassified staff members each year. Nominees must have worked at least one year full time at LSUS. Faculty is not eligible for these awards. Funding for this award is provided by the LSUS Foundation and consists of a framed certificate and a cash award of \$1000.

The Outstanding Service Award Selection Committee is appointed by the Vice Chancellor Business Affairs after receiving input from other Vice Chancellors. This Committee is chaired by the Director or Associate Director of Human Resource Management. LSUS Policy Statement 1.15.04 contains additional details concerning the nomination and selection process.

B **The Sue Ann Kemp Richardson Outstanding Staff Member Award:** This award is funded by the LSUS Foundation and is given annually to a staff member who has been nominated by their peers or supervisors. The award consists of a \$1500 cash award and engraved plaque valued at \$40.00. Any staff member who has a minimum of five years of full time service to the university as of April 1 of the current year is eligible to receive this award. One award per year is normally given.

The following criteria must be met to receive the Kemp Award:

1. What specific accomplishments was the nominee responsible for?
2. To what degree was the superior service sustained over time?
3. How did the accomplishments of the nominee contribute to serving students and/or advance the university?

The Selection Committee for this award is appointed by the Vice Chancellor Business Affairs in accordance with written guidance from the LSUS Foundation. The Committee will be chaired by the Director or Associate Director of Human Resource Management.

C **Service Awards:** Service awards are non-monetary awards given to faculty and staff in recognition of extended service to the university. These awards are funded by the LSUS Foundation.

The following service awards are presented to eligible employees:

- 10, 15, 20, 25 years of service: Lapel pin (valued at \$26.95 each)
- 30 years of service: Engraved LSUS wrist watch (valued at \$260.00)
- 35 years of service: Desk clock with engraved plaque (valued at \$210.46)
- 40 years of service: Crystal bowl with engraved base (valued at \$96.87)
- 45 years of service: American Eagle with engraved plaque (valued at \$199.00)
- 50 years of service: Large crystal bowl with engraved base (valued at \$211.14)

- D. **Retirement Plaque:** Employee who retire from state service will receive an engraved retirement plaque (valued at \$40).
- V. All rewards must be a lump sum payment and shall not be a part of the employee's base pay. The lump sum payment shall not exceed a total of 10% of the employee's base pay within a fiscal year.
- VI. **EXCEPTIONS:** Exceptions to this policy may not be made without the prior approval of Civil Service and LSUS Human Resource Management.

APPROVED

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Bill Wolfe
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William Wolfe, Associate Vice Chancellor of HR &
Purchasing

11/07/2023

Date

DocuSigned by:
Robert Smith
A59223046090487...
Robert Smith, Chancellor/Appointing Authority

11/07/2023

Date

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