

YOUTH SERVICES POLICY

Title: Employee Awards	Type: A. Administrative Sub Type: 2. Personnel Number: A.2.4
	Page 1 of 11
References: Civil Service Rule 6.16.1; YS Policy Nos. A.2.2 "Pay Administration and Management" and A.2.45 "Performance Evaluation System and Market Rate Adjustments"	
STATUS: Approved	
Approved By: William A. Sommers, Deputy Secretary	Date of Approval: 08/12/2022

I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405.

II. PURPOSE:

Under the provisions of Civil Service Rule 6.16.1, Rewards and Recognition, YS Awards and Recognition policy acknowledges and rewards outstanding employee performance, professional development, and work related achievement.

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary Chief of Operations, Probation and Parole Program Director, Youth Facilities Director – Statewide, Executive Management Advisor, General Counsel, Regional Directors, Facility Directors, Regional Managers, and all permanent classified YS employees.

IV. DEFINITIONS:

Fiscal Year Quarters – The fiscal year for the State of Louisiana begins on July 1st and ends on June 30th. The fiscal quarters in that year are: First Quarter – July 1st through September 30th; Second Quarter – October 1st through December 31st; Third Quarter – January 1st through March 31st; and Fourth Quarter – April 1st through June 30th.

Unit Head - Deputy Secretary, Facility Directors and Regional Managers.

YS Central Office – For purposes of this policy, the Unit Head consists of the Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Probation and Parole Program Director, Youth Facilities Director – Statewide, Executive Management Advisor, General Counsel, Regional Directors, and their support staff.

V. POLICY:

It is the policy of YS to maintain a program of awards and recognition for individual employees (or employee groups) for significant work related achievement which would not ordinarily be required or expected. The awards may be monetary or non-monetary. If monetary, the reward shall be granted as a lump sum. A monetary award (or the sum of multiple awards) may be up to 10% (ten percent) of the employee's base salary within a fiscal year.

The Deputy Secretary is authorized to suspend the provisions of this policy due to budgetary issues.

Nominations shall be made and employees shall be awarded pursuant to the guidelines established in this policy.

VI. CRITERIA FOR NOMINATIONS:

A. Training and Certification

1. Awards not to exceed \$250 may be made for various training that meets all of the following criteria:
 - a. The training is recognized nationally and testing is required;
 - b. It is directly related to the employee's job or job series; and
 - c. The training is not part of the Minimum Qualification Requirements for the job or job series.
2. Employees nominated to receive awards for training and certification shall not have been previously compensated for that education/training and certification under any other Civil Service pay rule or YS policy.
3. Unit Heads wishing to nominate employees under the Training and Certification provision shall submit the following documents to the Deputy Secretary, Youth Facilities Director – Statewide or the Regional Director of the respective unit:
 - a. A completed “Education, Training and/or Certification Application” form [see Attachment A.2.4 (a)]; and
 - b. Any required attachments/documentation.
4. No employee may, in a lifetime, receive more than one monetary award for each specific CPTP certificate.

B. Deputy Secretary's Awards

Awards of Excellence and/or the Distinguished Service Awards, not to exceed \$250.00, may be awarded annually at the discretion of the Deputy Secretary.

1. Awards of Excellence

This award is presented to an employee or small group of employees who have exhibited outstanding qualities and work ethics that promote the mission, vision and philosophy of YS, such as personal commitment to the job, outstanding work on a special project, initiative or exemplary work performance and improvement upon new ideas that are developed which resulted in a major benefit to the agency.

2. Distinguished Service Award

This award is presented to any facility, regional, or Central Office employee who acts courageously to protect life or property during a work-related emergency situation.

3. Unit Heads wishing to nominate employees under the Deputy Secretary's Awards provision shall submit the following documentation to the Deputy Secretary:

- a. A completed Deputy Secretary's "Award of Excellence/Distinguished Services" form [see Attachment A.2.4 (b)]; and
- b. Any required attachments/documentation.

C. Quarterly Employee Awards

Employees may be recommended for consideration of Quarterly Recognition and Performance Awards. Quarterly Awards shall not exceed \$150.00.

These awards consist of:

1. Probation and Parole Regional Field Offices by Region (Northern Region and Southern).

a. Probation and Parole Officer of the Quarter

This includes all non-supervisory Probation and Parole Officers.

b. Supervisor of the Quarter

This includes supervisory level staff within all disciplines.

c. Support Staff of the Quarter

This includes all other regional staff, i.e. social services, administrative coordinator, transport officer, etc.

2. Secure Facilities by Region (Northern and Southern Region)

a. JJS of the Quarter

This includes all JJS Series staff; however they shall not be at a supervisory level.

b. Supervisor of the Quarter

This includes supervisory level staff within all disciplines.

c. Support Staff of the Quarter

This includes: all non-supervisory administrative, clerical and managerial jobs; food service; physical plant, grounds maintenance; non-supervisory, counselors, chaplains, recreation staff and case manager; non-supervisory teachers, tutors, aides, etc.

3. Central Office will accept nominations and recognize a staff person by awarding an *Employee of the Quarter*.

4. Awards given based on the agency's fiscal quarters, such as: First Quarter - July 1 through September 30; Second Quarter - October 1 through December 31; Third Quarter - January 1 through March 31; and Fourth Quarter - April 1 through June 30.

5. Deadlines for submission of nominations for quarterly awards are as follows:

a. First Quarter:

September 15th - Submission to the Unit Head.

b. Second Quarter:

December 15 - Submission to the Unit Head.

c. Third Quarter:

March 15th - Submission to the Unit Head.

- d. Fourth Quarter:
June 15th - Submission to the Unit Head.

- 6. Employees are eligible to receive a unit quarterly award only once during the calendar year.
- 7. Unit quarterly awards must be presented and announced before the last day of the month following the end of the quarter.

D. Annual Employee Awards

Employees may be awarded annually for overall performance and service in meeting the agency's mission.

Employee honorees will be announced at unit level annual celebrations. Annual Employee Awards shall include a plaque and a monetary reward to not exceed \$200.00.

Categories are as follows:

1. Secure Care Facilities

- Juvenile Justice Specialist of the Year

Employees nominated shall be in the JJS series; however they shall not be at a supervisory level.

- Supervisor of the Year

Employees nominated shall hold a supervisory level position within all disciplines.

EXCLUSIONS: Facility Directors, Deputy Directors or Assistant Directors.

- Employee of the Year

Employees nominated shall be assigned to disciplines, i.e. maintenance, food production, social services, teachers, administrative coordinators, etc.

EXCLUSIONS: Employees in the JJS series or in supervisory level positions.

2. Regional Offices

- Probation and Parole Officer/Juvenile (PPO/J) of the Year

Employees nominated shall be in the PPO/J series.

EXCLUSIONS: Employees in supervisory level positions.

- Supervisor of the Year

Employees nominated shall hold a supervisory level position within all disciplines.

- Employee of the Year

Employees nominated shall include all other regional staff, i.e. social services, administrative coordinator, transport officer, etc.

EXCLUSIONS: PPOs, Supervisors or the Regional Manager.

3. Central Office

- Employee of the Year

Employees nominated shall include all employees of Central Office.

EXCLUSIONS: Executive Staff.

4. Nomination Forms

- The Employee Award Nomination Form [Attachment A.2.4 (a)] shall be utilized to nominate employees for Training and Certification Awards.
- Employee Award Nomination Form [Attachment A.2.4 (b)] shall be utilized to nominate employees for The Deputy Secretary's Award of Excellence/Distinguished Services.
- The Employee Award Nomination Form [Attachment A.2.4 (c)] shall be utilized to nominate employees for Quarterly Employee Awards.

D. Disqualifying Factors

1. Performance Ratings

No employee shall receive an award under this policy during any Performance Evaluation rating year in which that employee's overall rating is less than "Successful" or equivalent. Additional information about the PES is outlined in YS Policy No. A.2.45.

2. Disciplinary Actions

All nominations shall be submitted to the Legal Services for review of disciplinary actions by the due dates specified in section VII. B and prior to the YS Deputy Secretary/designee review.

Legal Services shall review all nominees' records to identify pending disciplinary actions and concluded disciplinary actions and shall take one of the following actions:

- a. When no disciplinary actions occur for the nomination period, Legal Services shall notify the Deputy Secretary/designee or the Regional Director/Youth Facilities Director - Statewide of the respective unit that the nominee is eligible for the award.
- b. When pending disciplinary action has been initiated during the nomination period, Legal Services shall notify the Deputy Secretary/designee or the Regional Director/Youth Facilities Director - Statewide of the respective unit that a violation is pending. The nominee's eligibility shall be determined at the discretion of the Deputy Secretary/designee.
- c. When pending disciplinary action has been concluded during the nomination period, Legal Services shall notify the Deputy Secretary/designee or the Regional Director/Youth Facilities Director - Statewide of the respective unit that the nominee is not eligible for the award.

NOTE: (Pending disciplinary action taken during the nomination period does not automatically disqualify an employee for an employee award.)

VII. PROCEDURES:

- A. Nominations for the Deputy Secretary's Awards shall occur on an annual basis in accordance with the above noted awards and recognition forms and submitted to the Deputy Secretary.
 - 1. Nominations for the Deputy Secretary's Awards shall be reviewed and submitted by a Unit Head to the Deputy Secretary/designee or the Regional Director/Youth Facilities Director - Statewide of the respective unit, along with a recommended amount of the reward for approval.
 - 2. The YS Undersecretary shall determine the approval or disapproval of the amount of any award.
 - 3. The YS Undersecretary shall forward their findings to the Deputy Secretary or the Regional Director/Youth Facilities Director - Statewide of the respective unit for review and approval/disapproval.
- B. Nominations for Employee Awards shall occur on a quarterly and annual basis and be submitted to the appropriate Unit Head. Nomination for Quarterly Employee Awards shall be submitted as described in Section VI.D.

Procedures for nominations for Annual Employee Awards are as follows:

- 1. Secure Care Facilities –

The Facility Director shall ensure that Ballots which include information on each category are distributed to all facility staff requesting that they nominate someone in each category.

EXCLUSIONS: Facility Directors, Deputy Directors and Assistant Directors shall not be allowed to nominate someone or be nominated.

- 2. Regional Offices –

The Regional Manager shall ensure that Ballots which include information on each category are distributed to all regional staff requesting that they nominate someone in each category.

EXCLUSIONS: Regional Managers shall be not allowed to nominate someone or be nominated.

3. Central Office -

The Deputy Secretary/designee shall ensure that an online survey is distributed to all Central Office staff requesting that they nominate someone for "Employee of the Year".

EXCLUSIONS: Executive Staff members shall not be allowed to nominate someone or be nominated.

C. Selection of Employee Award Recipients shall be as follows:

1. Secure Care Facilities –

- a. Facility Directors shall collect the ballots and determine the top three (3) nominees in each category and discuss those employees with the Youth Facilities Director - Statewide.
- b. Facility Directors/the Youth Facilities Director - Statewide shall determine the recipients in each category.

2. Regional Offices –

- a. Regional Managers shall collect the ballots and determine the top three (3) nominees in each category and discuss those employees with the Regional Directors/Probation and Parole Program Director.
- b. Regional Managers/Regional Directors/Probation and Parole Program Director shall determine the recipients in each category.

3. Central Office –

- a. Chief of Operations shall receive the results of the survey and determine the top three (3) nominees.
- b. Executive Staff members shall vote on the top three (3) nominees which shall determine the recipient.

D. Annual Employee Celebrations and Award Presentations shall be as follows:

1. The Unit Head shall announce the date, time and place for the annual employee celebration and awards presentation.
2. Invitations shall be extended to other appropriate YS staff, local and state dignitaries, etc.

3. A program for the employee celebration activities shall be developed by the Unit Head/designee.
4. Plaques shall be presented to the recipients by the Assistant Secretary and/or the Youth Facilities Director – Statewide or the Probation and Parole Program Director as appropriate.
5. Plaques for the Deputy Secretary's awards shall be presented by the Deputy Secretary or their designee at a local or facility celebration.
6. Employees who retire from state service under the Louisiana State Employees Retirement System, Protective Services Retirement System or Teachers Retirement System while an employee of YS shall be presented with a service pin by the Assistant Secretary and/or the Youth Facilities Director – Statewide or the Probation and Parole Program Director as appropriate during the annual employee awards celebrations at the Unit Level, if funding is available.

VIII. RESPONSIBILITY:

- A. Prior to implementation, the Deputy Secretary shall submit this policy to State Civil Service (SCS) for approval by the Civil Service Commission (CSC). Any subsequent amendments require the approval of the SCS Commission prior to implementation.
- B. The Deputy Secretary/designee, the Youth Facilities Director - Statewide and Regional Directors are responsible for the following:
 1. Review and approval of all awards to nominees in their respective units.
 2. Holding Unit Heads under their supervision accountable for adhering to all aspects of this policy.
- C. The YS Undersecretary shall determine the approval or disapproval of the amounts of all awards.
- D. This policy shall be posted in each unit's Human Resource Liaison's Office, in the PSS/HR Office, and other main bulletin boards throughout each Unit.
- E. A listing of all employees along with the monetary amounts awarded pursuant to this policy shall also be posted at the Unit Level.
- F. An annual (fiscal year) agency report shall be compiled by PSS HR for submission to the Undersecretary and State Civil Service no later than July 31st, detailing payments made to employees under this policy.

IX. EXCEPTIONS:

Requests for exceptions to this policy shall be justified, documented and submitted to the Deputy Secretary for consideration. Exceptions may be granted, provided such exception shall not be in conflict with Civil Service Rules and guidelines.

Previous Regulation/Policy Number: A.2.4

Previous Effective Date: 02/17/2020

Attachments/References: A.2.4 (a) Award Application July 2022
A.2.4 (b) Award of Excellence/Distinguished Service .Feb 2019
A.2.4 (c) Application for Employee Quarterly Awards July 2022

Youth Services Policy A.2.4 Awards and Recognition

Education, Training and/or Certification Application

Unit : _____ Date: _____

Unit Head: _____

Employee's Name: _____

Employee's Job Title: _____ LA GOV-HCM No.: _____

1. Does this employee currently have an overall PES rating of "Successful" or equivalent?

_____ Yes _____ No

2. Has the employee attained any of the CPTP certificates (Building Effective Teams, Managing People, Managing Work, Advanced Managerial Skills, Teaching and Learning, or Human Resources Development)? If yes, when?

_____ Yes _____ No When? _____

3. Has the employee received premium pay for the attainment of any of the above in the past? If so, explain.

_____ Yes _____ No *Documentation may be attached. Please include this question on the first line of the attachment.*

4. What is the title of the training/education or certification designation held?

5. Reward amount requested: \$_____
6. For education/training and certifications other than those provided by the CPTP, what national organization developed the criteria for or sponsors this training/education or certification designation?
- _____
- _____
7. Has the employee earned a baccalaureate degree? If yes, from what institution and in what year?
- _____ Yes _____ No Institution _____ Year _____
8. Was a baccalaureate degree a prerequisite to attainment of this education/training or certification?
- _____ Yes _____ No
9. What type of testing is required (or what is the name of the test required) for successful completion of this training/education or certification?
- _____
- _____
10. Is this training/education or certification directly related to the job held by the employee?
- _____ Yes _____ No
11. How will this training/education or certification enhance the employee's ability to perform the job? *You may attach documentation. Please include this question on the first line.*
12. Is the training/education or certification required as a part of the Minimum Qualification Requirement as outlined on the Job Specification for the job occupied?
- _____ Yes _____ No

A.2.4 (a)

13. Is the training/education or certification considered post-secondary higher education, i.e. college hours and/or degrees and courses at secretarial or technical colleges (formerly called vocational-technical schools)?
_____ Yes _____ No
14. In order for this application to be considered, the following shall be attached (if any of the following documents are unavailable, contact the Unit's Human Resources Liaison or the Public Safety Services Human Resources Office to discuss what alternative information might suffice.)
- A copy of the certification, designation or award received upon attainment of this training/education or certification. If an official copy of a certificate, designation or award is not available at the time of this request, a letter from the certifying organization stating the employee has been officially granted the certification but has not yet been awarded a copy of the certificate will be accepted and reviewed by the Unit's Human Resources Liaison and the Public Safety Services Human Resources Office.
 - Information explaining the prerequisites for participation in the training/education or certification process.
 - Information outlining the curriculum or the course of study for the education training or certification.
15. Has this employee previously received compensation under Youth Services Policy A.2.4 Employee Awards, or any other policy or Civil Service pay rule? If yes, for what effort (training, certification, etc.) was the award given and when was it awarded? *Documentation may be attached. Please include this question on the first line of the attachment.*

Youth Services Policy A.2.4 Awards and Recognition

Deputy Secretary's Award of Excellence/Distinguished Services
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Unit : _____ Date: _____

Unit Head: _____

Employee's Name: _____

Employee's Job Title: _____ LA GOV-HCM No.: _____

This employee is being nominated for:

☐ Award of Excellence ☐ Distinguish Service Award

1. Does this employee currently have an overall PES rating of "Successful" or equivalent?

☐ Yes ☐ No
2. Awards of Excellence - What outstanding qualities and work ethics promoting the mission, vision, and philosophy of Youth Services have the employee or group of employees exhibited which resulted in a major benefit to the agency? *Please explain and provide any available documentation. Please include this question on the first line of the document.*
3. Distinguished Service Award - Has this employee or group of employees acted courageously to protect life or property during a work-related emergency situation? *Please explain and provide any available documentation. Please include this question on the first line of the document.*
4. Has this employee previously received compensation under Youth Services Policy A.2.4 Employee Awards, or any other policy or Civil Service pay rule? If yes, for what effort (training, certification, etc.) was the award given and when was it awarded? *Documentation may be attached. Please include this question on the first line of the attachment.*

Youth Services Policy A.2.4 Awards and Recognition

Employee Quarterly Award

Unit : _____ Date: _____

Unit Head: _____

Employee's Name: _____

Employee's Job Title: _____ LA GOV-HCM No.: _____

This employee is being nominated for:

_____ Secure Care Quarterly Award _____ P&P Quarterly Award

_____ Central Office Quarterly Award

1. Does this employee currently have an overall PES rating of "Successful" or equivalent?

_____ Yes _____ No

2. Has this employee previously received compensation under Youth Services Policy A.2.4 Employee Awards, or any other policy or Civil Service pay rule? If yes, for what effort (training, certification, etc.) was the award given and when was it awarded? *Documentation may be attached. Please include this question on the first line of the attachment.*

A.2.4 (c)

The following factors are considered when selecting the recipient of this award. Please provide specific information regarding the nominee and his/her accomplishments during the quarter under each appropriate factor. (Supporting documentation may be attached to the nomination form.)

1. Special Accomplishments and/or Significant Contributions (job related):
2. Employee's overall job performance: (i.e. self-motivation, professionalism, ability to inspire team work, displays a positive attitude, ability to act as a role model, high level of work efficiency, etc.)
3. Other Awards, Recognitions or Honors Received:

Employee Awards Committee recommendation: _____