

# YOUTH SERVICES POLICY

<b>Title:</b> Employee Awards	<b>Type:</b> A. Administrative <b>Sub Type:</b> 2. Personnel <b>Number:</b> A.2.4
	<b>Page 1 of 8</b>
<b>References:</b> Civil Service Rule 6.16.1; YS Policy Nos. A.2.2 "Pay Administration and Management" and A.2.45 "Performance Evaluation System and Performance Adjustments"	
<b>STATUS: Approved</b>	
<b>Approved By:</b> <i>Mary L. Livers, Deputy Secretary</i>	<b>Date of Approval:</b> 02/04/2015

**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, Deputy Assistant Secretary, General Counsel, Regional Directors, Facility Directors, Regional Managers, and all permanent classified YS employees.

**IV. DEFINITIONS:**

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

***YS Central Office*** - Offices of the Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Deputy Assistant Secretary, 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.

Awards shall be presented on an annual basis along with employee celebrations.

**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. A maximum award not to exceed \$500 may be given for earning the Certified Public Training Program (CPTP) Professional Certificate.

Employees are not eligible for nomination to receive reward money until all required coursework, testing, and completion of the certificate project is approved and designated as complete by the Unit Head and the CPTP Policy Boards.

3. 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.
4. Unit Heads wishing to nominate employees under the Training and Certification provision shall submit the following documents to the Deputy Secretary, 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.
5. No employee may, in a lifetime, receive more than one monetary award for each of the CPTP certificates.

**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. Employee categories to be awarded with a plaque at unit level annual celebrations.

1. Secure Care Facilities – Plaque Awards

• Juvenile Justice Specialist of the Year

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

• Manager of the Year

Employees nominated shall hold 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 – Plaque Awards

- 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.

- Employee of the Year

Employees nominated shall include Probation and Parole Supervisors (PPS) and all other regional staff, i.e. social services, administrative coordinator, transport officer, etc.

**EXCLUSIONS:** PPOs or the Regional Manager.

3. Central Office – Plaque Awards

- Employee of the Year

Employees nominated shall include all employees of Central Office.

**EXCLUSIONS:** Executive Staff.

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 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 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 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 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 of the respective unit for review and approval/disapproval.
- B. Nominations for Employee Awards shall occur on an annual basis and submitted to the appropriate Unit Head.
  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 Regional Directors.

b. Facility Directors/Regional Directors 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.

b. Regional Managers/Regional Directors 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 Deputy Secretary.
  5. Plaques for the Deputy Secretary's awards shall be presented by the Deputy Secretary at the "Champion of Louisiana Juvenile Justice Award" ceremony or at a local 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 Deputy Secretary 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 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:** 06/07/2014

**Attachments/References:**

A.2.4 (a) Award Application

A.2.4 (b) Award of Excellence Distinguished Service



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 PPR rating of "Successful" or equivalent?

\_\_\_\_\_ Yes \_\_\_\_\_ No

2. Has the employee earned the Comprehensive Public Training Program (CPTP) Professional Certificate? If yes, when?

\_\_\_\_\_ Yes \_\_\_\_\_ No When? \_\_\_\_\_

3. 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? \_\_\_\_\_

4. 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.*

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

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6. Reward amount requested: \$\_\_\_\_\_

7. 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?

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9. Has the employee earned a baccalaureate degree? If yes, from what institution and in what year?

\_\_\_\_\_ Yes      \_\_\_\_\_ No    Institution \_\_\_\_\_ Year \_\_\_\_\_

10. Was a baccalaureate degree a prerequisite to attainment of this education/training or certification?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

11. What type of testing is required (or what is the name of the test required) for successful completion of this training/education or certification?

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12. Is this training/education or certification directly related to the job held by the employee?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

13. 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.*

14. 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
15. 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
16. 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.
17. 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**

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 PPR 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.*