

E. REWARDS AND RECOGNITION PROGRAM

It is the policy of the Greater Lafourche Port Commission to provide uniform guidelines and criteria regarding rewards and recognition under Civil Service rule 6.16.1 for individual employees or for employee groups for significant achievements.

APPLICABILITY

This policy will apply to employees of the Greater Lafourche Port Commission with permanent status.

IMPLEMENTATION

This policy will be effective retroactive to December 18, 2000, the date at which the Board of Commissioners approved a resolution to submit the Greater Lafourche Port Commission Rewards and Recognition Program to the Civil Service Commission. Subsequent revisions will be effective on the date the Civil Service Commission approves the revisions.

RESPONSIBILITIES

Appointing Authority - The appointing authority will be responsible for assuring that requests for awards and recognition are requested according to this policy and for certifying that adequate funding is available before the requests are forwarded to the Awards Panel for consideration.

Board of Commissioners - The Board of Commissioners will be responsible for approving each request before awards are granted.

Human Resource Office - The Human Resource office will be responsible for public posting of all recipients and the award received and reporting requirements to the Department of Civil Service.

MONETARY PAYMENT

No single award, nor the sum of multiple awards under this policy, shall total more than 9% of an employee's base salary in a calendar year. The salary used for award calculations shall be the employee's base salary as of the approval date of the award. The amount of the award will be determined by the Awards Panel and submitted to the Board of Commissioners for final approval. "All" monetary awards are subject to payroll taxation laws and will be accounted for in the employee's W-2.

AWARDS PANEL

The Awards Panel will consist of the Executive Director, one (1) employee from each department, (Harbor Police, Maintenance, and Administration) and the head of the Personnel Committee of the Board of Commissioners. The three (3) employees will be selected at random and will voluntarily serve for two (2) years.

CRITERIA AND REQUIREMENTS

Depending upon available funding awards will be presented for the following:

Awards for Commitment to the Agency will be given annually according to the chart below to employees for their total number of years of service, as of December 31 of that year. Awards will also be given upon retirement.

- 5 years of service – Service Award (approximate value \$100)
- 10 years of service – Service Award (approximate value \$200)
- 15 years of service – Service Award (approximate value \$300)
- 20 years of service – Service Award (approximate value \$400)
- 25 years of service – Service Award (approximate value \$500)
- 30 years of service – Service Award (approximate value \$600)
- Retirement from the Agency – (approximate value \$100 plus \$20 per year of service over 5 years)

Safety Achievement Awards are intended to recognize individual personnel whose job requires work in the field 50% or more of the time for their contribution to the safety and loss prevention efforts of the agency. These include all maintenance and harbor police personnel. To qualify, employees must work twelve (12) months (based on a calendar year) with “no lost time” and “no cost to the Commission” resulting from a preventable accident or action. The award will be valued at approximately \$100 per year and may be monetary or non-monetary. At five year intervals, those employees maintaining “no lost time” and “no cost to the Commission” resulting from a preventable accident or action record for the five-year period will receive an additional monetary or non-monetary award valued at \$100. Monetary awards are subject to payroll taxes while non-monetary awards are not.

Safety Participation Awards are intended to recognize individual administrative personnel for their contribution to the safety and loss prevention efforts of the agency. To qualify, employees must work twelve (12) months (based on a calendar year) with “no lost time” and “no cost to the Commission” resulting from a preventable accident or action. The award will be valued at approximately \$50 per year and will be non-monetary. At five-year intervals, administrative employees maintaining a “no lost time” and “no cost to the Commission” resulting from a preventable accident or action record for the five-year period will receive an additional non-monetary award valued at approximately \$50. These non-monetary awards are “not” subject to payroll taxes.

Innovation Award

Employees or employee groups who have either developed a new idea/procedure, or improved upon an existing idea or procedure, which has been implemented that results in a savings to the agency through reduced cost or increased productivity or results in increased revenues or enhanced funding may be nominated for a monetary award of up to 9% of the employee's salary. The employee(s) affected shall have had a rating of at least "Satisfactory" on their previous performance review in order to be considered for the award. The employee must not have been compensated under some other pay rule (such as detail to special duty) for work on the project. This award is subject to payroll taxes whether or not it is in a monetary form.

Award proposals are to be presented by a department or agency head. The following documentation must be submitted with each request:

1. A detailed explanation of the idea/procedure implemented and the time period involved.
2. Documentation to support the beneficial results of the idea/procedure implemented.
3. The proposed award amount and justification for the amount requested.
4. The name, social security number and job title of recipients.
5. A copy of the rating page of the employee's previous performance review.

Special Projects Award

Employees or employee groups who have done outstanding work on a special project that has furthered the mission of the agency may be nominated for a monetary award of up to 9% of the employee's salary. The project shall have resulted in a major benefit to the agency. The employee(s) affected shall have had a rating of at least "Satisfactory" on their previous performance review in order to be considered for the award. The employee must not have been compensated under some other pay rule (such as detail to special duty) for work on the project. This award is subject to payroll taxes whether or not it is in a monetary form.

Award proposals are to be presented by department or agency heads. The following documentation must be submitted with each request:

1. A detailed explanation of the project, the reason it was necessary and written documentation to support the project.
2. A statement that describes the benefit the agency received from the project.

3. The proposed award amount and justification for the amount requested.
4. The name, social security number and job title of the recipient.
5. A copy of the rating page of the employee's previous performance review.

PRESENTATION OF AWARDS

Announcements of the award recipients must be presented either in a staff meeting or other special meeting.

POSTING REQUIREMENTS

This policy shall be posted and available to all employees. Listings of reward recipients must be posted in the same manner.