

University of Louisiana System

**Title: SYSTEM OFFICE REWARDS
AND RECOGNITION
PROGRAM**

Effective Date: May 26, 2006

Cancellation: None

Chapter: Bylaws

Policy and Procedures Memorandum

AUTHORITY

The Civil Service Commission has authorized agencies to establish a Rewards and Recognition Program under *Civil Service Rule 6.16.1* to compensate individual employees or employee groups for significant achievements. The Civil Service Rule states that such awards may be either monetary or non-monetary.

I. POLICY

The University of Louisiana System Office supports the recognition of outstanding employees, members of the Board of Supervisors, students, and public officials that contribute to the state's efforts to provide better educational opportunities to its citizens.

Estimated costs and/or value of the awards are subject to periodic review and may change depending on the type of award and the availability of state funding.

II. SELECTION PROCEDURE

System Office Employee Service Award recipients will be selected by the System President and Vice-Presidents based on their assessment that an employee has exceeded expectations in the areas of dependability, initiative, productivity, planning and organizing special projects, and team work skills. Awards will be non-monetary and the cost of each will not exceed \$200.

Awards for members of the Board of Supervisors, students, and for public officials who have demonstrated exemplary commitment and service to the state's educational goals, will be made as determined by the System President and Vice Presidents. Awards will be non-monetary and the cost of each will not exceed \$200.