

LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

SECRETARY'S POLICY AND PROCEDURE MEMORANDUM (PPM) NO. 49

SUBJECT: DOTD Employee Recognition Program

EFFECTIVE DATE: January 1, 1996

INSTRUCTIONS: This memorandum supersedes all other memoranda and manuals.

1. PHILOSOPHY

Under the provisions of Civil Service Rule 6.16.1, the DOTD Employee Recognition Program acknowledges and rewards outstanding employee performance. By formally recognizing the accomplishments of our employees, we acknowledge the individual's value to the Department, thereby increasing job satisfaction and encouraging a more committed and motivated workforce.

2. OBJECTIVES

- A. To encourage, recognize, and reward outstanding job performance that reflects DOTD's goals and objectives.
- B. To improve DOTD employee morale, job satisfaction, and loyalty.
- C. To increase efficiency and productivity.
- D. To motivate employees toward better job performance.
- E. To give employees a sense of accomplishment and the knowledge that they are appreciated by both the administration of this Department and their co-workers.

3. AWARD SELECTION COMMITTEE

The recipients of the DOTD Stars of Excellence Award, Secretary's Award for Innovation, "Thinking Outside of the Box," and those to be honored through the Suggestion Program will be selected by the Award Selection Committees established for Headquarters, each District and CCCD. The individuals serving as committee members will be determined as follows:

- A. HEADQUARTERS - The Headquarters Awards & Recognition Oversight Committee is chaired by the Deputy Secretary or the Undersecretary, Management and Finance, and consists of six volunteers and a representative from the Human Resources Section. Committee members serve a two-year term to ensure fairness, thereby giving other interested employees an opportunity to serve. Outgoing

committee members nominate their successors, with final approval made by the Directors and Special Staff Section Heads.

- B. DISTRICTS and CCCD - Each District and the CCCD administrator chairs his/her District's Award Selection Committee or designates an appropriate manager to act on his/her behalf. The District and CCCDAwards Selection Committees each consist of seven voting members. Each administrator or his or her designee selects the initial committee members from a volunteer pool. The committee members selected should represent a cross section of employees. Committee members serve a two-year term and outgoing members nominate their successors with final approval made by the administrator.

#### 4. NOMINATION PROCESS

- A. Any individual may nominate any employee or group of employees for an award; however, section heads and district administrators are strongly urged to make nominations.
- B. Nominations must be made on the appropriate Nomination Form and submitted to the committee chairperson;
- C. Applications for Secretary's Award for Innovation, "Thinking Outside of the Box Award" must be received by December 31st for innovative concepts implemented during the year. All applications must be made on the attached form (Attachment 3) and submitted to HQ Awards and Recognition Coordinator.
- D. Nominations can be made at any time and presented to the committee chairperson. .
- E. Selection announcements will be made as quickly as possible.
- F. Self-nominations in any category are prohibited.
- G. The nomination of an immediate family member in any category is prohibited. Immediate family member is defined as follows: father, mother, son, daughter, brother, sister, wife, husband, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, or daughter-in-law. (The definition of immediate family does not include step relatives, but does include half relatives).
- H. Falsifying nominations in any category will be handled in accordance with Secretary's Policy and Procedure Memorandum No. 29, which states in part, "Falsification of any and all official DOTD or State documents will be subject to disciplinary action, up to and including dismissal."

#### 5. ELIGIBILITY

All DOTD employees are eligible for nomination including employees in supervisory and management positions. Selection committee members are not eligible for nomination.

6. STARS OF EXCELLENCE SELECTION CRITERIA

- A. Nominations must be submitted on DOTD Nomination Form (Attachment 1) outlining the applicable categories of recognition. Nominations will be considered for performance, initiative or work product that is exceptional and beyond what one would expect from performing normal job duties. Supporting documentation may be attached to the nomination form.
- (1) Teamwork – working with others toward a common goal, above and beyond normal job responsibilities
  - (2) Service -working selflessly for coworkers or the general public, above and beyond normal job responsibilities
  - (3) Work Product-product that is efficient and effective, above and beyond what is expected
  - (4) Safety –looks out for the welfare of themselves and others, above and beyond normal job responsibilities

The Award Selection Committee will review each nomination to determine its validity. Should additional information be required regarding any nomination, the committee may obtain such from the nominated employee, the originator of the nomination, or the employee's supervisor. In addition, committee members are allowed to supplement nomination information with personal knowledge about the nominee.

B. SELECTION ANNOUNCEMENT/AWARD

The honorees will be recognized in the employee newsletter, at the employee recognition ceremony, and any other forum deemed appropriate by the Appointing Authority. In addition, the honored employee will be awarded \$150.00 via direct deposit (subject to usual salary withholdings such as taxes and retirement) and his/her choice of a DOTD polo shirt or a DOTD T-shirt.

7. EMPLOYEE SUGGESTION PROGRAM

- A. HEADQUARTERS - Suggestions can be made on the suggestions program form and forwarded to the Awards & Recognition Coordinator. The Coordinator will present suggestions to the Awards & Recognition Oversight Committee for consideration.
- B. DISTRICTS/CCCD- Each District/CCCD will establish similar procedures for an Employee Suggestion Program if one is not currently in place.

- C. Suggestions will be reviewed by the appropriate Award & Recognition Committee at its regular meeting. Upon review of each suggestion, recommendations for action will be made to the appropriate authority.
- D. SUGGESTION GUIDELINES
- (1) Suggestions are to be submitted on the appropriate form (Attachment 2) to the HQ Awards & Recognition Coordinator or District Committee Chairperson. Employees are ineligible for recognition unless they include their names and section/district on submissions.
  - (2) If necessary, to better explain or demonstrate a suggestion, additional sheets may be attached to the suggestion form. Sketches, drawings, diagrams, or any additional information or justification relative to the suggestion may also be attached.
  - (3) The Department reserves the right to exclude recognition suggestions submitted by managers, supervisors or technical personnel whose assigned job duties include development of new ideas. Determinations on such exclusions will be made on a case-by-case basis after careful review by appropriate Department administrators.
- E. EMPLOYEE SUGGESTION PROGRAM SELECTION CRITERIA In reviewing suggestions to determine appropriate action, the following factors will be considered:
- (1) Practicality.
  - (2) Benefit to the Department, including factors such as increased efficiency, improved effectiveness, or reduced cost.
  - (3) Cost factors involved in implementation of the suggestion.
  - (4) Improvement to work environment.
- F. RECOGNITION FOR SUGGESTIONS The Award Selection Committee determines which suggestions warrant special commendation. Employees who warrant special commendation will receive a Certificate of Merit at the next Employee Recognition Ceremony. In addition, the employee(s) submitting the suggestion will receive a metal coaster engraved with the DOTD logo and award name. The Award Selection Committee will forward appropriate suggestions to the State Incentive Awards Program to be considered for further recognition and reward. The Committee reserves the right to include an individual whose suggestion is deemed meritorious when considering candidates for Stars of Excellence Award.

8. SECRETARY'S AWARD OF EXCELLENCE

A. PURPOSE The Secretary's Award of Excellence provides the Secretary with a method of personally recognizing and rewarding members of the Department who exhibit outstanding qualities such as:

- (1) Personal commitment to the job including exceptional attendance record, successful completion of special assignments or of elective educational or training courses which enhance job performance.
- (2) Initiative.
- (3) Exemplary work performance.
- (4) Exemplary behavior or actions.

B. ELIGIBILITY All DOTD employees.

C. PROCEDURES The Secretary has sole responsibility for selecting individuals to receive this honor. An individual's outstanding accomplishments may be made known to the Secretary by:

- (1) Personal knowledge of or observation by the Secretary.
- (2) Acknowledgment by a member of the public for exceptional customer service.
- (3) Recommendation of a supervisor or co-worker.

D. RECOGNITION The Secretary will award tokens of honor to an employee, or team of employees, who demonstrate outstanding qualities. The tokens will be in the form of a coin bearing the Department's insignia and the State Seal. Honorees will also receive a framed Certificate of Merit and will be recognized at the next Employee Recognition Ceremony. The Secretary will forward to the Headquarters Awards and Recognition Oversight Committee Chairperson a list indicating the names of each employee throughout the department selected to receive this award with documentation of why the individual was selected. The Headquarters' Awards and Recognition Oversight Committee will review the impact the individual's actions had on the Department's operations and determine which, if any, warrants a cash award of up to \$1,000.00 (subject to usual salary withholdings such as taxes and retirement).

9. SECRETARY'S AWARD FOR INNOVATION, "THINKING OUTSIDE OF THE BOX"

A. PURPOSE This award is established to recognize employees or groups of employees who have demonstrated excellence in developing and implementing innovative solutions to challenging situations. This could include the development of a new idea or process or a modification to an existing procedure. Such accomplishments must demonstrate a fresh approach to a situation of significant concern within the department and should result in a significant savings in cost, time, and/or materials.

B. ELIGIBILITY All DOTD employees.

C. SELECTION CRITERIA

(1) The following factors will be considered in selecting recipients for this award:

(a) Novelty, judged by the degree to which the idea/concept demonstrates originality and creativity.

(b) Effectiveness, judged by evidence that the idea/concept has made substantial progress toward its intended goal(s).

(c) Significance, judged by the degree to which it successfully addresses an important situation or issue which is of concern to DOTD, its employees and/or members of the public.

(d) Transferability, judged by the degree to which the idea shows the ability to be successfully adapted for implementation by other District and/or Sections.

(2) The Headquarters Awards and Recognition Oversight Committee will review each application to determine validity. Should additional information regarding any application be needed, the committee will obtain such from the employee(s) submitting the application. In addition, committee members may supplement information with personal knowledge of the impact of the idea/concept.

D. SELECTION DETERMINATION

Recipients of the Secretary's Award for Innovation, "Thinking Outside of the Box" will be determined by the Headquarters Awards and Recognition Oversight Committee after thorough evaluation of the idea/concept's impact upon the department, its employees and/or service to the public. There shall be no limit to the number of employees receiving this award each year. However, the idea/concept must have been implemented for at least one year so that its impact may be measured.

E. SELECTION ANNOUNCEMENT/AWARD

The names of the individuals selected to be honored for the Secretary's Award for Innovation, "Thinking Outside of the Box" will be announced at the end of January. The honoree(s) will be recognized in the newsletter and at the Employee Recognition Ceremony.

In addition, each honoree will receive a framed certificate and share a cash award of \$500.00 or up to 5% of the amount saved through implementation of the idea/concept (amount not to exceed 9% of the employee's salary), whichever is greater (subject to usual salary withholdings such as taxes and retirement). In the case of a group award, the total cash award shall be divided equally among the participants listed on the application.

10. SERVICE AWARDS

A. PURPOSE The Service Award Program recognizes employees' longevity with the State of Louisiana.

B. PROCEDURE

- (1) Service Awards are presented on an annual basis to employees who have attained longevity with the State beginning with 5 years of service and thereafter given in increments of 5 years.
- (2) Employees who have attained years of service in increments of 5 years with the State will receive a Service Award Certificate.
- (3) In addition to the Service Award Certificate, employees with 20 or more years of service will receive a State of Louisiana Recognition Service Award Pin.
- (4) Employees of the Baton Rouge area sections who receive 20 year or higher Service Awards will be recognized at the next Employee Recognition Ceremony. The 5 through 15 year service awards will be forwarded to the appropriate section head for presentation.
- (5) District Service Awards will be forwarded to each District Administrator and shall be distributed to employees in an appropriate manner.
- (6) The names of employees receiving Service Awards during each quarter will appear in the employee newsletter.

11. AWARDS FOR ACHIEVEMENT OF SPECIAL TRAINING/CERTIFICATION

- A. PURPOSE This provision was established to reward employees who attain certain job-related training and/or certification.
- B. ELIGIBILITY Any employee is eligible; however, the training and/or certification must at least meet the following criteria: be nationally recognized, require testing, involve at least 40 hours of class work and/or course work, not be required by the agency, not be part of the minimum qualification requirements for the job and not be post-secondary higher education (e.g., college hours and/or degrees or courses at technical colleges or vocational-technical schools).
- C. MONETARY AMOUNTS The amount may range from \$250 to \$1000 and will be given as a one-time, lump-sum payment for achievement of training and/or certification in accordance with the above criteria.
- D. STANDARD AWARDS The following are established as standard awards. Employees who attain a certification(s) specified below shall, upon submission of the certification to Headquarters Human Resources, receive the lump-sum amount indicated.
- (1) \$250 for Certified Novell Engineer (CNE).
  - (2) \$250 for attainment of Certified Government Financial Manager (CGFM).
  - (3) \$250 for Certified Professional Public Buyer (CPPB)
  - (4) \$500 each for attainment of the following certificates awarded by the State Comprehensive Public Training Program (CPTP): Certified Public Manager (CPM), Certificate for Building Effective Teams, Certificate for Managing People, Certificate for Managing Work, Certificate for Advanced Managerial Skills, or Certificate in Teaching and Learning.
  - (5) \$1000 for attainment of nationally recognized certification earned after the attainment of a baccalaureate degree, such as Certified Public Accountant (CPA) or certification with the status of a CPA (i.e., Certified Internal Auditor (CIA) and Certified Management Accountant (CMA)) provided it meets all criteria listed in 11.(b) above.
- E. OTHER CERTIFICATIONS If an appointing authority wishes to submit other training and/or certification for consideration, he/she must submit a written request with supporting documentation (i.e., indicate criteria for eligibility met) to the Headquarters Human Resources Office for recommendation to the Standing Committee on Human Resources (SCHR). The SCHR will determine the appropriate amount of the award and forward its recommendation to the Secretary for final approval.
- F. The honoree(s) will be announced in the DOTD newsletter and recognized at the Employee Recognition Ceremony.

## 12. AWARDS FOR PERFORMING ADDITIONAL SAFETY-RELATED DUTIES

A. PURPOSE These awards are established to recognize and reward permanent, full-time employees who:

- (1) Volunteer and obtain their appointing authority's approval to serve on the DOTD Emergency Response Team (ERT) as a First Responder certified by the State Bureau of EMS, or
- (2) Volunteer to serve as a Floor Warden to ensure an orderly evacuation of DOTD's headquarters building, or
- (3) Demonstrate extraordinary humanitarian efforts in a life-threatening situation. These efforts must have been demonstrated to a coworker or private citizen(s) in preventing serious injury and/or saving a life.

B. PROCEDURE

- (1) At the beginning of each calendar year, the District Administrator/Section Head shall submit the names of each ERT member in writing to the DOTD Loss Prevention Section (email is acceptable). The District Administrator/Section Head is responsible for coordinating the proper number of ERT members to cover DOTD facilities and ensure that proper training is scheduled and obtained in a timely fashion. The DOTD Loss Prevention Section shall maintain a current roster of ERTs within each District/Section.
- (2) At the end of each calendar year, District Administrators/Section Heads shall submit the names of employees who have met all eligibility requirements for ERT and employees who have served as Floor Wardens in the HQ building to the DOTD Loss Prevention Director who shall submit the list of employees to HR Employee Administration unit for payment.
- (3) For the Lifesaver Award, the appropriate District, HQ Group, CCCD, Loss Prevention Committee and DOTD Loss Prevention Officer shall review and validate the nominations. A narrative detailing the events of each qualified employee's actions (including the respective District/Section, gang, name of all affected parties, newspaper articles dates, if applicable, and specific circumstances) shall be forwarded to the DOTD Loss Prevention Section by the Appointing Authority and Loss Prevention Committee Chairman on the Lifesaver Award Form (Attachment 4) for processing of the award(s).

C. ELIGIBILITY/RESPONSIBILITY

- (1) EMERGENCY RESPONSE TEAM MEMBERS:

- (a) For DOTD facilities located at the Baton Rouge Headquarters complex and sections within the Greater Baton Rouge area, active membership shall be limited to a maximum of two employees per single story building and two per floor for multi-storied building
- (b) DOTD District and CCCD ERT membership shall be limited to a maximum of 15 members each.
- (c) ERT Members must have attained the certification of First Responder, served as a member of the ERT for the entire calendar year and be up-to-date on the required yearly Bloodborne Pathogen training. Additionally, as First Responders, ERT members must complete a 56-hour training course conducted by a State Bureau of EMS certified instructor and pass the EMS First Responder written exam and hands-on practical training. ERT members must maintain the training requirements stipulated by the State Bureau of EMS
- (d) As First Responders, ERT members are "on duty" throughout the work day and will be notified of emergencies through the emergency notification system. Responsibilities include, but may not be limited to the following: (1) provide immediate medical care in an emergency situation until EMS arrives; (2) coordinate emergency evacuations (mainly fire drills); (3) periodically conduct blood pressure level checks, check vital signs and/or provide oxygen as necessary; and, (4) stabilize injuries to the spine and extremities. HQ's ERT members also participate in several department-sponsored events such as the Annual Health Fair and Career Day Fair.

(2) FLOOR WARDENS

- (a) Shall attend training/review of the Emergency Procedure Plan.
- (b) Shall participate in at least one fire drill and evacuation of DOTD HQ building and attend at least one Floor Warden Meeting.
- (c) Shall be the last person to leave the assigned area during evacuations or drills.
- (d) Shall regulate the orderly flow of personnel during evacuations or drills and prohibit use of elevators.
- (e) Shall provide assistance to disabled persons during evacuations or drills, and assign stairways to be used by disabled occupants.
- (f) Shall report persons or situations that impede the orderly evacuation of the building to the Loss Prevention Officer.

(3) LIFESAVER AWARDS

The honoree(s) will be announced in the DOTD newsletter and recognized at the Employee Recognition Ceremony.

D. MONETARY AMOUNTS

- (1) ERT members shall receive a \$250.00 annual lump-sum cash reward (subject to usual salary withholdings such as taxes and retirement).
- (2) ERT members who achieve Emergency Medical Technician (basic level) certification from the State Bureau of EMS and National Registry shall receive a one-time cash award of \$500.00.
- (3) Floor Wardens (at DOTD HQ Building) shall receive \$100 annual lump-sum cash reward (subject to usual salary withholdings such as taxes and retirement).
- (4) Each recipient of the Lifesaver Award shall receive a one-time cash award of \$300.00 (subject to usual withholdings, such as taxes and retirement).
- (5) Each Lifesaver Award recipient shall also receive a framed Certificate of Merit, with a narrative of the event.

13. EMPLOYEE RECOGNITION CEREMONY

- A. Ceremonies will be held at least annually to recognize employees who have been selected as recipients who have merited recognition through length of service, through the DOTD Suggestion Program, the DOTD Lifesaver Award, or for attainment of certain certifications or any other honors which warrant commendation. Each district and CCCD will hold regular ceremonies at their respective locations.
- B. During the ceremony, the Secretary or his designee will present the appropriate awards to the Honorees.
- C. Each District and CCCD Employee Recognition Committee is authorized to use up to \$1,000.00 and the Headquarters Employee Recognition Committee is authorized to use up to \$3,000 to fund annual employee appreciation events during Public Service Recognition Week. Appointing authorities will coordinate with the DOTD Procurement Director to ensure that proper procurement procedures are followed.

14. MISCELLANEOUS PROVISIONS

The awarding of all rewards, both monetary and non-monetary, is dependent upon the availability of adequate funds for this program. Additionally, monetary rewards shall not exceed the percentage allowed by Civil Service in accordance with Rule 6.16.1.

William D. Ankner, Ph.D.  
Secretary

Attachments

ATTACHMENT 1



**DOTD Stars of Excellence  
Outstanding Performance Awards  
Employee Recognition Program  
Nomination Form**

EMPLOYEE NAME:			
JOB TITLE:		DATE:	
SECTION/DISTRICT:		ISIS #:	
NOMINATED BY:			

Please select from the following areas you would like this employee to be recognized for. (Supporting documentation may be attached to this form.) **EMPLOYEES MUST BE NOMINATED FOR EXCEPTIONAL PERFORMANCE, INITIATIVE OR WORK PRODUCT - ABOVE AND BEYOND NORMAL JOB RESPONSIBILITIES.** AWARDS WILL NOT BE GIVEN FOR PERFORMING USUAL JOB DUTIES.

- Teamwork** (working with others toward a common goal)
- Service** (working selflessly for customers or coworkers)
- Work Product** (excelling in work efficiency and effectiveness)
- Safety** (looking out for the welfare of others)

Please provide specific information regarding the nominee and his/her performance as it relates to the above category(ies).


Thank you for taking the time to recognize the outstanding performance of this employee.



Secretary's Award for Innovation  
"Thinking Outside of the Box"  
Application Form

Applicant(s) Name: \_\_\_\_\_

Applicant(s) Job Title: \_\_\_\_\_

District/Section: \_\_\_\_\_ Gang: \_\_\_\_\_

Program/Project Name: \_\_\_\_\_

Please provide a detailed description of the following:

1. Objective(s) of the project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Project description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Were the objectives met? If yes, provide evidence to support this fact.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. What was the project timetable (begin date, implementation date, etc.)?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. What resources were available to you (i.e., staff, materials, equipment, funding)?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Describe how the project meets the following criteria:

(a) Novelty:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Secretary's Award for Innovation  
"Thinking Outside of the Box"  
Application Form  
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(b) Effectiveness:

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(c) Significance:

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(d) Transferability

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7. Now please give a 100 to 150 word summary of the project. What did you do? Describe how this is innovative and resourceful. What is its potential value to others and/or the department? Attach additional sheets, if necessary.

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NOTE: You may attach supporting documents (photos, charts, report, etc.) Please note that DOTD may also use this summary in promotional materials.

I certify that the above described project/program was developed and implemented as detailed above.

\_\_\_\_\_  
District Administrator/Section Head

\_\_\_\_\_  
Date

