

Rewards and Recognition

Applicability

This policy applies to employees of schools comprising the Louisiana Special Schools (LSS)—Louisiana Schools for the Deaf and Visually Impaired (LSDVI) and Louisiana Special Education Center (LSEC).

Policy

Depending on the availability of funding, awards may be granted for the achievements specified in this policy. Any monetary awards will be granted as lump sum awards and will not be part of the employee's base pay. For classified employees, a monetary award may not exceed the maximum percentage of the employee's base salary permitted by Civil Service within a fiscal year. In order to be eligible to receive a monetary award, an employee's most recent performance evaluation rating must have been in the top two tiers of the employee's performance evaluation system. An employee who was not evaluated or unrated will be deemed to have met the rating requirement. Any award granted shall not duplicate any other compensation received pursuant to any other Civil Service rule or policy. All certifications and licenses for which an award is granted must have been earned after implementation of this policy and after the employee was hired by LSS.

In order to receive a monetary award, appropriate documentation must be presented to the Human Resources Office.

1. COMMERCIAL DRIVER'S LICENSE

Employees who receive a Commercial Driver's License (CDL) and agree to drive school vehicles for the purpose of transporting students will receive a one-time award of \$250. The CDL must have been obtained after being hired at LSS and cannot be a part of the minimum qualifications for the employee's current position or a requirement for obtaining permanent status. Employees who receive this award must agree to maintain appropriate renewals of the license. To be eligible for the award, the employee's supervisor and School or Division Director must certify that the employee will be needed to transport students.

2. LIFE GUARD CERTIFICATION

Employees who receive Red Cross certification as a lifeguard and agree to perform lifeguard duties while students are swimming in the school's pool will receive a one-time award of \$250. The certification must have been obtained after being hired at LSS. Employees who receive this award must agree to maintain appropriate renewals of the certification. To be eligible for the award, the employee's supervisor and School or Division Director must certify that the employee will be needed to perform lifeguard duties.

3. CPI, CPR, LIFE GUARD INSTRUCTOR CERTIFICATION

Employees who receive certification as a Crisis Prevention Intervention (CPI) Instructor, Cardio-pulmonary Resuscitation (CPR) Instructor, or a Lifeguard Certification Instructor and agree to train/certify LSS employees will receive a one-time award of \$500. The certification must have been obtained after being hired at LSS. Employees who receive this award must agree to maintain appropriate renewals of the certification. To be eligible for the award, the employee's supervisor and School or Division Director must certify that the employee will be needed to perform training.

4. OUTSTANDING SCHOOL SUPPORT EMPLOYEE

An "Outstanding School Support Employee" will be selected following criteria and procedures established by BESE. The employee who is selected will receive a certificate (valued at approximately \$5.00) and an award of up to \$300 from LSS. Any monetary award will be paid to the recipient as a lump sum.

5. CEASD CERTIFICATION FOR DORMITORY COUNSELORS

Employees working in the Student Life Division who obtain Certification for Dormitory Counselors from the Conference of Educational Administrators of Schools and Programs for the Deaf, Inc. (CEASD) will receive an award as follows:

- Class C - \$150
- Class B - \$300
- Class A - \$500

Awards are limited to once a fiscal year and will be paid upon receipt of the certification. To be eligible, the certification must have been obtained after being hired at LSS and that particular level of certification cannot be part of the minimum requirements for the position currently held by the employee.

6. SLPI RATING

For each level obtained on the Sign Language Proficiency Interview (SLPI) as certified by the Sign Language/Interpreting Services Department, an employee will receive an award of \$250. Awards are limited to \$250 within a fiscal year and will be paid upon receipt of the certification. To be eligible, the certification must have been obtained after being hired at LSS and must be greater than the SLPI level established for effective job performance for the employee's current position. Employees receiving premium pay for the SLPI are not eligible for this award.

7. COMPREHENSIVE PUBLIC TRAINING PROGRAM (CPTP)

Employees who earn the Professional Certificate through CPTP will receive an award of \$125. The certificate must have been earned after being hired at LSS. The award will be given upon receipt of the certificate.

8. YEARS OF SERVICE RECOGNITION

Employees may be recognized for their cumulative years of service to the district beginning with 20 years and in five year increments thereafter with a certificate (valued at approximately \$5.00) and a service pin (valued at approximately \$5.00).

9. RETIREMENT RECOGNITION

Employees may be recognized upon their official retirement from state service with a gift not to exceed \$50 in value.

10. STATE EMPLOYEE RECOGNITION DAY

Employees may receive a certificate or an object, such as a mug, pen, paper weight, etc., with the school and/or state emblem (value not to exceed \$10.00).

This policy will be posted on the school's intranet, and a hard copy will be available in the Human Resources Office. Recipients will be posted in the Human Resources Office. The Human Resources Office will be responsible for reporting awards granted under this policy as required by the Department of State Civil Service, and for maintaining all documentation related to awards granted under this policy.

Kevin Lemoine, Acting Superintendent
Special School District