

REWARDS AND RECOGNITION

I. POLICY

In accordance with Civil Service Rule 6.16.1 and provided funding is available, the Department of Conservation and Energy (C&E) may recognize and reward employees or employee groups for significant achievement.

II. PURPOSE

To allow appointing authorities to reward and recognize employee achievement in the following areas:

A. SAFETY PROGRAM

- To demonstrate C&E’s commitment to a safe working environment, motivate employees to accept the additional responsibility for maintaining a safe working environment and reward employees who devote the time and attention necessary to achieve the goals of the department’s Safety Program, employees who participate in the program are eligible for a lump sum monetary reward, as follows:

Safety Title	Role and Location	Reward
Safety Coordinator	Assigns and trains Floor Wardens for each floor. Conducts quarterly safety meetings for the department. Takes lead role during emergencies by collecting information from Floor Wardens and communicating same to emergency response personnel. Maintains common drive with updated information for District Offices. Facilitates resolution of issues identified during safety inspections. Ensures all safety policies are up-to-date. Attends mandatory ORM Safety Coordinator training. Maintains key control forms. Responsible for the department’s annual safety audit.	\$300.00 annually
Assistant Safety Coordinator	Assists the Safety Coordinator in performing the tasks identified above and performs the duties of Safety Coordinator in his/her absence. Attends safety training as required.	\$200.00 annually
Floor Warden	Located on each floor of the LaSalle Building occupied by C&E; these employees are responsible for conducting quarterly safety inspections, maintaining up-to-date floor rosters, apprising the Safety Coordinator of unsafe conditions and taking responsibility for the safe evacuation of their work groups during emergencies. Attends safety training as required.	\$200.00 annually
Assistant Floor Warden	Located on each floor of the LaSalle Building occupied by C&E; these employees assist the Floor Wardens with the tasks identified above and perform the duties of Floor Warden in their absence. Attends safety training as required.	\$150.00 annually
Safety Officer	Located in each District Office; these employees are responsible for conducting quarterly safety inspections, independently conducting safety meetings in the District Office, apprising the Safety Coordinator of unsafe	\$200.00 annually

	conditions and taking responsibility for the safe evacuation of their work groups during emergencies. Oversees annual audit for the District Office.	
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2. Rewards will be disbursed annually in July of each year for service in the specified capacity for the prior year. Rewards may be pro-rated for employees holding a position for less than six (6) months.
3. All such rewards are dependent upon funding availability.
4. Monetary rewards shall be paid as a lump sum payment.

B. PROFESSIONAL CERTIFICATIONS

C&E supports and recognizes the value professional certification brings not only to the individual, but also to the agency. Therefore, subject to funding availability, employees achieving a professional certification while employed with C&E may be compensated with a one-time lump sum reward of \$500.00 (Examples: CPA, P.E., CIA, CCP, CPG). An employee shall only receive one reward for a Professional Certification throughout their career with C&E under this section of the policy.

A memo shall be submitted by the employee’s supervisor to their Appointing Authority through the Division Head and the Undersecretary requesting the reward. The memo shall include the employee’s name, title of the professional certification, the date received, benefit to the agency, and a statement by the employee attesting that they have not received any other type of time, leave or payment granted under any other policy, unless an exam was taken before a state licensing board. If an exam is taken before a state licensing board, the employee can be considered for both the leave to take the exam (ZTST) and a financial reward, under this policy.

C. ACHIEVEMENT RECOGNITION

C&E seeks to motivate leaders and recognize high performers by rewarding outstanding employee or team achievement upon conclusion of an identifiable special project. To do so, management may nominate an employee and/or team for a lump sum reward of \$500.00 by complying with the following procedure:

1. The Division Head shall submit a proposal to the Appointing Authority requesting that an employee receive the monetary reward for outstanding work performed on a special project, either individually or as part of an employee team. This proposal shall include:
 - a. An in-depth summary of the project and a detailed statement of the employees’ work activities;
 - b. An explanation of the project’s benefit in furtherance of C&E’s mission;
 - c. Certification that the project was not a regular and recurring function of the employee’s position; and
 - d. Certification that the employee was not compensated for services performed on the project under any other pay mechanism authorized by Civil Service (detail to special duty, premium pay, optional pay, etc.).
2. The Appointing Authority will review the proposal and support documentation. If the Appointing Authority concurs with the Division Head’s recommendation, the proposal will be forwarded to the

Human Resources Director for consideration by the Undersecretary and Secretary for review and approval.

3. The Secretary will determine whether the employee's work activities warrant the proposed monetary reward. Any such determination will be final and binding.
4. All such rewards are dependent upon funding availability.

D. EXCEPTIONAL PERFORMANCE

1. Exceptional Rating Criteria and Approval Process

The Continuous Performance Management (CPM) system evaluates employee performance using five rating levels: Exceptional, Exceeds Expectations, Successful, Needs Improvement, and Unsuccessful.

a. Definition of an Exceptional Rating

An Exceptional rating reflects performance and behavior that consistently exceeds expectations throughout the evaluation year. This rating may also apply when an employee makes a significant contribution beyond the scope of their normal duties, resulting in a substantial benefit to the agency.

b. Documentation Requirements

In accordance with State Civil Service Rule 10.7(c)2, all Exceptional ratings must be supported with comprehensive documentation. The evaluating supervisor shall submit a memo to the Secretary through the Appointing Authority and the Human Resources Director requesting approval for the rating.

The memo must include:

- A detailed description of the effort, task, and/or project.
- The duration of the work performed.
- The measurable benefit or impact to the agency.

This request must be submitted while the CPM Evaluation is still in Draft mode (Step 1) and no later than two (2) weeks prior to the designated C&E due date (Step 2).

Failure to follow this approval process may still result in the employee receiving an Exceptional rating; however, the employee will not be eligible for a monetary reward. Additionally, the evaluating supervisor may be subject to corrective action.

2. Rewards for Exceptional Performance

Rewards for Exceptional performance are not guaranteed and are limited to a lump sum of up to 3% of the employee's base pay, not to exceed \$2,500. The reward amount may be less than 3%, but all employees receiving an Exceptional reward within the same cycle must receive the same percentage.

The earliest a reward may be issued is March 2, and it must be paid no later than December 31 of each calendar year. The final reward amount and disbursement date will be determined by the Undersecretary.

III. REPORTING RESPONSIBILITY

Human Resources is required to:

1. Post this policy and the names of all reward recipients and the amount received; and

2. Submit by July 31 of each year a report to the Department of State Civil Service detailing payments made to employees under this policy.

IV. EXCEPTIONS

The Secretary may grant an exception to any provision of this policy, provided such exception shall not conflict with Civil Service Rules and Regulations. Requests for exceptions to this policy shall be justified, documented and submitted through the Human Resources Director to the Secretary for consideration.


V. QUESTIONS

Questions regarding this policy should be directed to the Human Resources Division.

VI. REVISION HISTORY

Date	Action	Date	Action
July 1999	Policy Established	November 2000	Policy Revised
July 2001	Policy Revised	October 2001	Policy Revised
December 2001	Policy Revised	March 2002	Policy Revised
December 2002	Policy Revised	September 2005	Policy Revised
July 2006	Policy Revised	May 2008	Policy Revised
September 2015	Policy Revised	February 2016	Policy Revised
March 2017	Policy Revised	July 2018	Policy Revised
February 2026	Policy Revised: Agency name, Section II.A. Section II.B., Section II.D.		

AUTHORIZATION:

Signed by:


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Mark Normand, Jr., Undersecretary

This policy was approved by the Civil Service Commission on: 2/4/2026