



POLICY TITLE
CLASSIFIED EMPLOYEE REWARDS AND RECOGNITION PROGRAM

POLICY NUMBER
2-0225

Responsible Office: <i>Office of Human Resources</i>	Effective Date: <i>04/01/2026</i>
Responsible Official: <i>Chief Human Resource Officer</i>	Last Reviewed Date: <i>04/01/2026</i>
Policy Classification: <i>Office of Human Resources</i>	Origination Date: <i>04/03/2019</i>

I. POLICY STATEMENT

In accordance with Civil Service Rule 6.16.1, *Rewards and Recognition*, and subject to the availability of funding, Baton Rouge Community College (BRCC) may establish and administer a program to reward and recognize classified staff members for significant achievement and exemplary performance that exceed normal job expectations.

Consistent with the provisions of Civil Service Rule 6.29, *Corrective Pay Actions*, the College may award monetary and/or non-monetary recognition for specific, work-related accomplishments that contribute meaningfully to institutional goals, operational effectiveness, or service excellence.

When administered consistently and communicated effectively, rewards and recognition programs serve as valuable tools to acknowledge employee contributions, reinforce positive performance, and promote employee engagement. This policy outlines the framework for the Classified Staff Awards and Recognition Program.

II. POLICY RATIONALE AND SCOPE

The purpose of this policy is to establish a structured program for recognizing and rewarding classified staff members for outstanding contributions to BRCC. The Classified Staff Awards and Recognition Program is intended to:

- Recognize significant achievements and excellent performance that exceeds normal job expectations;
- Acknowledge and reward classified staff members for their commitment, dedication, and service to BRCC; and
- Encourage and motivate classified staff members to pursue advanced educational opportunities and actively participate in professional and staff development activities.

III. POLICY AUDIENCE

This policy applies to all permanent, full-time classified staff members.

IV. POLICY COMPLIANCE

This policy is intended to be administered in accordance with Article X of the Louisiana State Constitution, Civil Service Rules and Regulations, Louisiana Community and Technical College System (LCTCS) policies and procedures, and BRCC policies and procedures.

Failure to comply with this policy or applicable governing rules may result in corrective action, as appropriate, and will be addressed in accordance with Civil Service Rules, LCTCS policies, and BRCC procedures.

V. POLICY DEFINITIONS

Base Pay – The employee’s regular rate of pay, excluding overtime, or other supplemental compensation.

Calendar Year – A 12-month period that begins on January 1st and ends on December 31st.

Corrective Pay – An adjustment to employee compensation governed by Civil Service Rule 6.29, intended to address pay inequities or errors and distinct from rewards or recognition payments.

Exceptional Performance – The highest performance evaluation rating under Civil Service Continuous Performance Management (CPM), indicating performance that consistently exceeds established expectations.

Exceeds Expectations – A CPM rating indicating performance that regularly exceeds job requirements and established standards.

Lump-Sum Payment – A one-time, non-recurring monetary award that is not added to an employee's base pay and does not establish an ongoing compensation obligation.

Monetary Reward – A financial award issued as a lump-sum payment to recognize significant achievement, excellent performance, or other qualifying accomplishments under this policy.

Non-Monetary Reward – Recognition that does not involve direct financial compensation, such as plaques, certificates, service awards, or other forms of acknowledgement approved by the college.

Permanent, Full-Time Employee – A classified employee who has successfully completed the required probationary period and is employed in a full-time position.

VI. POLICY IMPLEMENTATION PROCEDURES

Rewards and Recognition Specific Information

1. Rewards for Significant Achievement and Excellent Performance
Subject to the availability of funding, BRCC may provide rewards to:
(1) individual classified employees for significant work-related achievements;

- (2) groups of classified employees for significant, work-related achievements; or
- (3) classified employees who have received an *Exceptional* performance evaluation.

Monetary rewards for significant work-related achievement shall be issued as lump sum payments and shall not be incorporated into an employee's base pay. The value of a single reward, or the cumulative value of multiple rewards, shall not exceed ten percent (10%) of the employee's base pay within a calendar year.

For purposes of this policy, significant work-related achievements may include, but are not limited to, measurable improvements in enrollment and credit hour production; retention and graduation rates; operational sustainability and efficiency; innovation; enhancement of business and industry partnerships; and workforce development growth.

Monetary rewards associated with *Exceptional* performance evaluations shall be limited to a lump sum of up to three percent (3%) of the employee's base pay, not to exceed \$2,500 within a calendar year. The awarded percentage may be less than three percent (3%); however, all employees receiving an *Exceptional* rating during the applicable period shall receive the same percentage award. Rewards for *Exceptional* performance rating effective on January 1st, any rewards granted shall have an effective date within the same calendar year from March 2nd – December 31st.

2. Other Classified Employee Rewards and Recognition

A. Service Awards – Commitment to the College

BRCC recognizes classified employees for their years of service to the College. Service awards are based on total years of employment with BRCC and include recognition for the following milestones:

- Five (5) years of service – Service Award (approximate value \$15)
- Ten (10) years of service – Service Award (approximate value \$25)
- Fifteen (15) years of service – Service Award (approximate value \$35)
- Twenty (20) years of service – Service Award (approximate value \$45)
- Twenty-five (25) years of service – Service Award (approximate value \$60)
- Thirty (30) years of service – Service Award (approximate value \$100)
- Retirement from the College – Plaque (approximate value \$45) and award (approximate value not to exceed \$150).

B. Recognition of Advanced Degree Attainment

In accordance with Civil Service Rule 6.16(h), Payment for Attainment of Advanced Degree, and in lieu of a base payment adjustment, classified staff members who obtain an advanced degree after appointment as a permanent, full-time employee may be eligible for monetary recognition. Subject to the availability of funding, the Vice Chance for Finance and Administration may recommend to the Chancellor the following awards degrees earned from regionally accredited institutions of higher education:

- Master's degree – up to \$500
- Doctorate degree – up to \$750

Classified employees seeking recognition for advanced degree attainment must submit a written request to the Office of Human Resources upon completion of the degree. Official transcripts or other documentation verifying degree completion must be received by the Office of Human Resources prior to consideration.

Guidelines for Achievement and Performance Rewards

1. Eligibility

A. To be eligible for consideration, an employee must:

- Have received a performance evaluation rating of at least *Exceeds Expectations* during the most recent evaluation period, as verified by the Office of Human Resources; and
- Have completed at least one (1) year of service as a permanent, full-time classified employee at BRCC, as verified by the Office of Human Resources.

B. To be eligible for consideration, an employee must:

- Have received a performance evaluation rating of *Exceptional* during the most recent evaluation period, as verified by the Office of Human Resources.
- Have completed at least six (6) months of service as a permanent, full-time classified employee at BRCC, as verified by the Office of Human Resources.

2. Reward Process

A. Significant Achievement

- When funding is available, the Office of Human Resources will invite nominations from supervisors for classified employees demonstrating significant achievements.
- The Office of Human Resources shall verify eligibility of nominated employees and forward qualified nominations to the Vice Chancellor for Finance and Administration.
- Based on available funding, the Vice Chancellor for Finance and Administration may recommend to the Chancellor the number and value of the awards to be granted during the fiscal year.

B. Excellent Performance

- When funding is available, the Office of Human Resources shall identify employees who received *Exceptional* performance evaluations and report the number of eligible employees to the Vice Chancellor for Finance and Administration.

- Based on available funding, the Vice Chancellor for Finance and Administration may recommend to the Chancellor the percentage value of the performance award to be issued for the applicable fiscal year.

3. Reporting

- A. Agencies must submit an annual report by July 31st to State Civil Service detailing payments made to employees under this policy during the previous fiscal year and ending June 30th.

VII. POLICY RELATED INFORMATION

[Civil Service Rule 6.16.1, Rewards and Recognition](#)

[Civil Service Rule 6.16\(h\), Payment for Attainment of Advanced Degree](#)

[LCTCS Policy 5.027, Rewards ad Recognition Program](#)

VIII. POLICY EXCEPTION

This policy does not apply to Classified When Actually Employed (WAE) appointments, unclassified staff, and faculty.

IX. POLICY HISTORY AND REVIEW CYCLE

This policy supersedes existing policy 225. This policy is effective on April 1, 2026 and originated on April 13, 2019. Additionally, the policy is to be reviewed within three (3) years of the effective date.

X. POLICY URL

This policy may be accessed on the BRCC website at www.mybrcc.edu.

XI. POLICY APPROVAL - SIGNATURE, NAME, TITLE, AND DATE OF OFFICIAL

Willie E. Smith

Mar 13, 2026

Willie E. Smith, Sr., Ed.D.
Chancellor

Date