



THE UNIVERSITY of  
NEW ORLEANS

**Policy No:** AP-OP-17.3  
**TITLE:** Employee Recognition Program  
**EFFECTIVE DATE:** May 1, 2014\*  
 (\*Policy Revised, see below)  
**CANCELLATION:**  
**REVIEW DATE:** Spring 2023

**ADMINISTERED BY:** Office of the President

**PURPOSE**

The University of New Orleans Employee Recognition Program provides the University with a formal tool to acknowledge and reward outstanding employee performance, professional development, and work-related achievement. By recognizing the contributions and accomplishments of its workforce, the University acknowledges the value of dedicated employees.

**AUTHORITY**

*Authority for this document is derived from the University of Louisiana System Bylaws and Rules Part Two, Chapter III, Section IV. Louisiana Department of State Civil Service Rules 6.16.1 and 6.16.2.*

**DEFINITIONS**

**Service Awards** are awarded to employees on the basis of years of service to the University. Awards are given at 5 year intervals for all years of employment. This award is administered through the Office of Human Resource Management.

**Eligibility:** *Classified Staff, Unclassified Staff, and Faculty*

**Employee of the Month** is awarded each month to a deserving employee to recognize outstanding performance of duty in a given month. This award is administered through the Office of Human Resource Management.

**Eligibility:** *Classified Staff, Unclassified Staff, and Faculty*

**Employee of the Year** is awarded to a deserving employee who has previously been awarded Employee of the Month within the same calendar year. This award is administered through the Office of Human Resource Management.

**Eligibility:** *Classified Staff, Unclassified Staff, and Faculty*

**The Gordon "Nick" Mueller International Leadership Medallion** is awarded to an individual who has provided significant leadership towards the internationalization of the University of New Orleans. This award is administered through the Office of the President and shall consist of a modest medallion of non-monetary value.

**Eligibility:** *Classified Staff, Unclassified Staff, and Faculty*

**The Cooper Mackin Medallion** honors the third Chancellor of the University of New Orleans and is awarded to a faculty or staff member who has made outstanding contributions in support of the University's mission. This award is administered through the Office of the President and shall consist of a modest medallion of non-monetary value.

**Eligibility: Classified Staff, Unclassified Staff, and Faculty**

**The Presidential Staff Medallion** is awarded to a staff member who has demonstrated outstanding service to the University community – an individual who has demonstrated selfless dedication to the University, is an active member of the campus community, and is an asset to his/her department or college. This award is administered through the Office of the President and shall consist of a modest medallion of non-monetary value.

**Eligibility: Classified Staff and Unclassified Staff**

**The Advancement in Diversity and Inclusion Medallion** recognizes and honors an employee, team or administrative unit that has demonstrated measurable impact and leadership in both (a) improving UNO's profile as an institution that fosters racial equity and a campus environment of belonging for all, and (b) advancing the University's collective core values of diversity, equity and inclusion. i

**Eligibility: Staff and faculty**

**Charles E. Dunbar, Jr. Career Service Award** is bestowed by the Louisiana Civil Service League upon local, state and municipal civil service employees who distinguish themselves through unselfish service to the citizens of Louisiana. Nominees are judged on commitment to the classified service, contributions toward workplace improvement, personal initiative, and volunteer community service. For more information visit the Louisiana Civil Service League website at <http://lacsl.com/>.

**Eligibility: Classified Staff**

**Monte M. Lemann Award** is conferred by the Louisiana Civil Service League as an annual honor in recognition of those chosen leaders and citizens (not in the classified service) who have fought for the firm principles of the Merit System of Public Employment throughout Louisiana. For more information visit the Louisiana Civil Service League website at <http://lacsl.com/>.

**Eligibility: Unclassified Staff**

**Faculty Excellence in Teaching and Teaching Innovation Award** is conferred by the Office of Academic Affairs and consists of a certificate and a cash award. The award recognizes an outstanding full-time faculty member. Demonstrated excellence in teaching and/or evidence of teaching innovation is the primary criterion by which the candidates will be judged.

**Eligibility: Faculty**

**Faculty Excellence in Service Award** is conferred by the Office of Academic Affairs and consists of a certificate and a cash award. The award recognizes a faculty member who exemplifies outstanding service to the profession, the discipline, the department, the college, the university, and/or the broader community. Service activities are limited to work for which the faculty member receives no additional compensation but that have a tangible benefit to others.

**Eligibility: Faculty**

**Faculty Excellence in Mentoring Award** is conferred by the Office of Academic Affairs and consists of a certificate and a cash award. The award recognizes a faculty member who exemplifies outstanding mentoring to graduate or undergraduate students or to peers. Mentoring may include academic advising, career advising, academic counseling or coaching, peer mentoring, or other work related to advancing another person academically or professionally.

**Eligibility: Faculty**

**Research Award** – The Research Award is based on traditional research productivity; generally assessed by grant and contract funding and/or publication in peer review journals. May be awarded in early-career or career category.

**Eligibility: Faculty**

**Creativity and Scholarship Award** – The Creativity and Scholarship Award is based on scholarly and creative productivity generally assessed by publication of books, literature, or similar written works or creation of artistic works. May be awarded in early-career or career category.

**Eligibility: Faculty**

## **GENERAL POLICY**

- I. The President shall appoint an advisory committee for the purpose of making recommendations relative to awards and employee recognition at the University. Committee members shall serve 2 year terms. The committee shall perform the following functions:
  - A. Review nominations and make selections for the employee of the month and year awards.
  - B. Serve as an advisory committee making recommendations to the President for awards when requested or as appropriate.
  - C. Nominate employees for awards administered by other governmental agencies or private organizations as appropriate.
- II. College or Departmental Awards. Colleges and departments will be permitted to bestow additional departmental awards to faculty and staff only in a manner consistent with this policy and all applicable law.
- III. University employees shall only accept awards in strict accordance with the State Ethics Code and other applicable law, UNO policy, Civil Service Rules and University of Louisiana System policy.
- IV. Monetary Awards.
  - A. Monetary awards shall be paid as a one-time lump sum.
  - B. No single award, nor the sum of multiple awards under this policy, shall exceed the maximum amount allowed by Civil Service rule 6.16.1.
  - C. All monetary awards are subject to the usual salary withholdings.

D. The salary used for award calculations shall be the employee's salary as of the approval date of the award as established by the Appointing Authority.

E. All monetary awards are subject to approval by the President and the availability of funding.

V. Award Categories. The following award categories will be implemented by the University.

A. Service Awards. These awards are granted to full-time UNO employees based upon time in service with the University. Employees will be recognized for service in five (5) year increments e.g. 5, 10, 15, 20, 25, 30 etc. Years of service will be credited in terms of full-time service. The Office of Human Resource Management will certify employees for these awards on an annual basis. These awards may consist of a certificate or lapel pin which shall designate the number of years of service. The certificates are valued at approximately \$5.00. The pins range from an approximate value of \$13.00 to \$30.00 each, based on years of services.

B. Employee of the Month/Year. Employee of the Month is awarded each month to a deserving employee to recognize outstanding performance of duty in a given month. Employee of the Year is awarded to a deserving employee who has previously been awarded Employee of the Month within the same calendar year. Employees may be recognized with a certificate, plaque, or other award for Employee of the Month recognition (not to exceed \$125 for the total value of the award, pending available funding). The award for Employee of the Year may be monetary or nonmonetary in nature (not to exceed \$500 for the total value of the award, pending available funding). The Office of Human Resource Management shall accept nominations and administer these awards to deserving employees on a monthly and yearly basis respectively.

C. Presidential Awards. Awards in this category are administered by the Office of the President and include:

1. The Gordon "Nick" Mueller International Leadership Medallion.
2. The Cooper Mackin Medallion.
3. The Presidential Staff Medallion.
4. The Advancement in Diversity and Inclusion

The Presidential Awards represent the highest honors bestowed by the University upon employees. Recipients of these awards will typically include:

1. Employees who have done outstanding work on a special project which has furthered the mission of UNO and resulted in a major benefit such as cost saving, service improvement, or productivity/efficiency improvement to UNO, its employees, and/or its students.
2. Employees who either develop a new idea or procedure or improve upon an existing idea or procedure which has been implemented and has reduced cost,

improved morale, or increased productivity resulting in significant benefit to the University.

3. Employees who epitomize excellence in personal service, dedication, or contribution in furtherance of the mission of the University. These individuals will have demonstrated loyalty, professionalism, and commitment to UNO that goes beyond the call of duty.
- D. Departmental Awards. These awards include those primarily administered by a department, unit, or college for the benefit of deserving faculty and staff. These awards must be administered in a manner consistent with this policy and all applicable UNO, UL System policy, Civil Service and State and Federal law.
- E. Awards Administered by Other Governmental Agencies or Private Organizations. The University, through the Employee Recognition Committee or other means designated by the President, shall actively seek to nominate qualified and deserving employees for awards administered by other governmental agencies and private organizations. Employees accepting such awards are bound to do so in accordance with the limitations imposed by applicable law and the terms of UNO and University of Louisiana System policy. Awards in this category include but are not limited to:
1. Charles E. Dunbar, Jr. Career Service Award
  2. Monte M. Lemann Award
- F. Payments for Exceptional Performance for Classified Employees  
Classified Employees who receive a rating of Exceptional may be eligible for a lump sum payment based on funding being available. Payments for Exceptional Performance are limited to 3%, not to exceed \$2,500 in a fiscal year. The reward may be less than 3%, but every employee receiving an Exceptional rating must receive the same percentage. The earliest a reward for Exceptional Performance can be disbursed is September 1.

VI. Eligibility for Awards. Awards shall be conferred in accordance with the following:

- A. Monetary awards shall not be granted if the employee was compensated under some other pay rule i.e. detail to special duty, additional compensation, etc.
- B. Monetary awards shall not be granted if the special project, cost savings, contribution, or innovative idea reflects regular and recurring responsibility of the employee's job.
- C. All awards shall be contingent upon the availability of funding.
- D. No employee shall receive an award under this policy who has received an overall rating of 'Needs Improvement/Unsuccessful' on their most recent performance evaluation. An employee who is without a current rating ('not evaluated' on the PES) shall be considered to have at least a 'successful or its equivalent' rating for the purposes of this policy.

VII. Procedures for Nominations for Awards. Nominations for particular awards should be submitted in accordance with the instructions established by those departments administering the award. Employees wishing to submit a nomination for the Employee of the Month award may submit a nomination form at [Service with Jazz](#), and those wishing to submit a nomination for a University Award, including a President Award, may submit a nomination form at [University Awards](#). Nominations for awards administered by outside organizations (i.e., State Civil Service) may be made by using the appropriate awards nomination form and forwarding it to the Office of Human Resource Management for processing.



John W. Nicklow  
President  
University of New Orleans

*\*Policy Updates:*

*Revisions: 02/17/2021  
05/10/2018  
04/05/2017  
09/02/2016*