BOBBY JINDAL
GOVERNOR

ANGELE DAVIS
COMMISSIONER OF ADMINISTRATION

State of Louisiana

Division of Administration
Office of Human Resources

DIVISION OF ADMINISTRATION

PERSONNEL POLICY NO. 39

EFFECTIVE DATE: **May 24, 1999**
(Formerly DOA Policy No. 11)

REVISED DATE: **October 5, 2000; July 2, 2010**

SUBJECT: **Safety Recognition Reward**

AUTHORIZATION:

Barbara Goodson, Deputy Commissioner

I. PHILOSOPHY:

It is the intention of the Division of Administration to demonstrate our commitment to a safe working environment, to motivate employees to accept the additional responsibility for achieving a safe working environment, and to reward Section Safety Managers for agreeing to devote the additional time and attention it takes to achieve the goals of the Division of Administration's Loss Prevention Program.

II. POLICY:

Under the provisions of Civil Service Rule 6.16.1, Rewards and Recognition, the Division of Administration may provide monetary awards to Section Safety Managers who meet the delineated eligibility criteria.

III. APPLICABILTY:

This policy shall be applicable to all sections within the Division of Administration, both general and ancillary appropriations.

This policy shall apply to all Section Safety Managers over general safety in the Division of Administration.

IV. DEFINITIONS:

Agency - For purposes of this policy the Division of Administration is an agency.

Annual/Year - For purposes of this policy, the terms "annual" and or "year" shall refer to the Loss Prevention audit period of twelve months commencing July 1 of each calendar year.

Section Safety Manager - Employee appointed by a section head to implement and manage his/her section's safety program. The Section Safety Manager is the liaison between the section head and the DOA Safety Coordinator.

DOA Safety Coordinator - Individual appointed by the Commissioner to develop, implement and coordinate the Safety Program of the Division of Administration with the authority of the Appointing Authority.

V. BACKGROUND:

Act 11 of the First Extraordinary Legislative Session of 1998 requires "the Office of Risk Management, Loss Prevention Unit to audit each agency every three (3) years, with a re-certification review performed annually." Each section within the Division of Administration must pass the audit in order for the Division to receive a credit certification as provided in Louisiana Revised Statute 39:1536(B). If the DOA receives a re-certification, the Office of Risk Management is authorized to apply a credit of five per cent (5%) to the agency's annual self-insurance premium paid per line of coverage. If the Division of Administration fails to receive certification by the Loss Prevention Unit, it shall be liable for a penalty of 5% of the agency's annual self-insurance premium paid per line of coverage.

VI. ELIGIBILITY CRITERIA AND RESTRICTIONS:

A. The employee must have served as Section Safety Manager for a period of at least 6 months prior to the audit by the Office of Risk Management (ORM), and

B. The employee must have timely submitted all documents and reports required, and have met all recordkeeping requirements as delineated by the DOA Safety Coordinator, and

C. The employee must have passed the Office of Risk Management's annual agency re-certification review or agency audit.

No more than $200 will be awarded in each fiscal year. This reward shall not be a part of the employee's base pay, but rather shall be a lump sum reward.

All rewards shall be dependent upon availability of funding. Should funding be unavailable in a fiscal year, employees approved by the appointing authority to receive an award may be considered for payment in a subsequent fiscal period should funding become available.

Nominations for rewards will be made by the DOA Safety Coordinator and must be approved by the Appointing Authority.

VII. GENERAL PROVISIONS:

A. Upon receipt of the findings of the ORM Loss Prevention Unit's annual re-certification review or three year audit, the Safety Coordinator shall provide the Appointing Authority with a list of all sections within the Division of Administration that were re-certified and/or pass the audit.

B. The Appointing Authority shall advise the Commissioner of the findings of the ORM Loss Prevention Unit's annual re-certification review or three-year audit, and provide him with a list of the names of Section Safety Managers whose sections were re-certified and/or passed the audit.

C. Each Section Safety Manager whose section was re-certified and/or passed the audit shall receive a lump sum award not to exceed two hundred dollars, ($200.00), subject to the eligibility criteria and restrictions

D. The Commissioner shall post publicly a list of all reward recipients.

E. The awarding of any reward is dependent upon the availability of adequate funds for the current fiscal year.

F. The DOA Safety Coordinator shall maintain an awards and recognition report for five years (5) for the Department of Civil Service for auditing purposes.

VIII. RESPONSIBILITIES:

Deputy/Assistant Commissioners and Equivalent are responsible for:

Holding section heads under their supervision accountable for adhering to all aspects of this policy.

Appointing Authority is responsible for:

Identifying Section Safety Managers whose sections have been re-certified and/or passed ORM's Loss Prevention Audit.

Investigating the availability of funding.

DOA Safety Coordinator is responsible for:

Obtaining the findings of the ORM Loss Prevention Unit's annual re-certification review or three year audit.

Reporting to the Office of Human Resources all reward requests along with the required documentation.

Providing the Appointing Authority with a list of all Section Safety Managers who are eligible to receive the award.

Section Heads are responsible for:

Ensuring that this policy as well as any revisions to this policy is posted and continues to be posted in a manner that ensures their availability to all employees.

Ensures that a list of all recipients and the rewards received is posted in the same manner for at least thirty days after a reward is granted.

Ensuring that, in connection with this policy, the provisions of DOA Personnel Policy No. 4 is fully enforced within each Section.

Maintaining rewards and recognition reports and all supporting documentation for five years.

Office of Human Resources is responsible for:

Providing to all sections for posting information on rewards which have been made annually.

Providing a report to Civil Service between July 1 and July 31 of each year which lists all award recipients for the previous fiscal year with the reason for the reward and a description of the reward.

IX. QUESTIONS:

Questions regarding this policy should be directed to the DOA Safety Coordinator in the Office of Risk Management at (225)342-8421.