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GOVERNOR

State of Louisiana
Governor's Office of Homeland Security
and
Emergency Preparedness

KEVIN DAVIS
DIRECTOR

Awards and Recognition Policy
Policy Number: HR-0028

Issue Date: May 8, 2013

Revised Date:

Approval:

A handwritten signature in blue ink that reads "Kevin Davis".

Kevin Davis, Director

I. POLICY:

It is the policy of the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) to recognize exceptional performance by employees and/or others individuals who provide significant contributions to GOHSEP and the State of Louisiana in the area of homeland security and/or emergency preparedness.

II. PURPOSE:

In order to recognize individual employees in the GOHSEP, government professionals who work in either the homeland security and/or emergency preparedness fields and other individuals in the government and private sectors who provide significant contributions to this office, GOHSEP is officially implementing an awards and recognition program to recognize outstanding service.

III. APPLICABILITY:

This policy shall be applicable to all employees of the GOHSEP and other individuals in the government and private sectors.

IV. PROCEDURE:

Any employee of the GOHSEP that is currently serving in a supervisory position either in their daily capacity or in a capacity during times of emergency activation

is authorized to submit individuals who have performed above and beyond their normal job requirements for consideration to be recognized. This policy establishes the following awards with each award requiring a higher degree of meritorious service or achievement in order to be considered:

1. GOHSEP Directors Award

The Director either directly or upon recommendation, will issue this award to any GOHSEP employee who served honorably during either day to day operations or emergency response events, and who during this period of honorable service distinguished himself by exceptionally meritorious conduct in performance of outstanding achievement or service. The performance must have been such as to merit recognition of key individuals for service rendered in a clearly exceptional manner, such as exceptional performance of duties normal to position, specialty, or assignment. Experience of an individual is not an adequate basis for this award; however, justification of the award may accrue by virtue of exceptionally meritorious service in a succession of important positions.

2. Professional Excellence Award

The Director, Chief of Staff or Deputy Director will issue this award either directly or upon recommendation, to any GOHSEP employee who served honorably either during day to day operations or during emergency response events and who during this period distinguished himself by exceptional heroism, achievement or service. The performance must be such as to merit recognition of the individual's service, which is clearly honorable, exceptional and accomplished with distinction.

3. Emergency Service Award

The Director, Chief of Staff or Deputy Director will issue this award either directly or upon recommendation, to any person who served GOHSEP honorably and who have distinguished themselves by meritorious achievement or meritorious service. This award may be made to individuals that are not employees of the GOHSEP but who have distinguished themselves by extraordinary achievement or service, which has been a benefit to an emergency response event and the State of Louisiana and/or GOHSEP. The performance during the period of achievement or service must have been such as to merit recognition and accomplished with distinction.

4. Outstanding Performance Recognition Award

The Director, Chief of Staff, Deputy Director or Section Chief will issue this award to any person, section, branch or group of persons who served GOHSEP honorably and who have distinguished themselves by meritorious achievement or service. This award may be made to individuals that are not employees of the GOHSEP. The performance during the period of meritorious achievement or service must have been above and beyond the normal requirements of the position.

5. Retirement after Service with the GOHSEP

Employees who retire from State service under the Louisiana State Employees Retirement System or Teachers Retirement System while an employee of the GOHSEP will receive a customized retirement plaque.

6. Years of Service with the GOHSEP

Employees of the GOHSEP will be recognized for their years of service using the following criteria (*State service outside of GOHSEP will not be used in determining the years of service for recognition*):

- 5 Years of Service
- 10 Years of Service
- 15 Years of Service
- 20 Years of Service
- 25 Years of Service
- 30 Years of Service

V. RESPONSIBILITY:

1. GOHSEP Supervisors

GOHSEP supervisors nominating an employee for an award must submit a complete *Recommendation Form* through the appropriate chain of command authorized to issue an award. The form will provide a description of the achievement(s) that will be considered for recognition. Depending on which award a person is being recommended for, the awards form will be moved up the appropriate chain of command for approval. Regardless of the recommendation, each supervisory level through the final approving authority can either, 1) recommend approval, 2) recommend approval of a different award or 3) recommend not approving the nomination for an award of any kind.

2. Employee Relations Administrator

The Employees Relations Administrator will maintain the required personnel records to track and report GOHSEP employee retirements and years of service for issuance of those awards.

3. Awards Committee

The Director will appoint, as needed, an awards committee comprised of three GOHSEP employees from across Divisions to review and provide recommendations to the Director on nominations made for various awards.

The awards committee will coordinate all aspects of the annual awards ceremony.

VI. AWARDS CEREMONY:

Each individual who is approved for an award will be recognized at a venue that is appropriate for the level of award. An annual award ceremony will be conducted to issue the GOHSEP Director's Award, Professional Excellence Award and Emergency Service Award and may include other awards including the Outstanding Performance Recognition Awards, Retirement Awards and Years of Service Awards. Family members of employees who will be receiving awards are invited to attend the recognition ceremony.

Each award above an Outstanding Performance Recognition Award will include a written citation that will be printed on GOHSEP letterhead, signed by the final approving authority, and read during the award presentation.

Recipients of the GOHSEP Directors Award will receive a customized plaque in the shape of Louisiana that is specific to the Director's Award or similar recognition item and a customized certificate suitable for framing.

Recipients of the Professional Excellence Award will receive a customized certificate encased in a wooden plaque or similar recognition item.

Recipients of the Emergency Service Award will receive a customized certificate encased in a wooden plaque or similar recognition item.

Recipients of the Outstanding Performance Recognition Award will be provided with a certificate customized for the event in which they are being recognized.

Once official, a copy of the *Recommendation Form* will be filed permanently in the employees records. Individuals outside of the GOHSEP who are recognized for outstanding service will be invited to the awards ceremony to receive their award.

VII. QUESTIONS:

Questions regarding this policy should be directed to the Employee Relations office.