

POLICY STANDARDS

Requirements for establishing a Rewards and Recognition Policy under Civil Service Rule 6.16.1 include:

- The Rewards and Recognition policy must be submitted to the Department of State Civil Service for approval by the SCS Commission prior to implementation.
- The policy must state the specific work-related requirements for the reward, and ensure consistency in implementation and compliance.
- The achievements to be rewarded must be listed in the policy along with the amounts of the rewards to be given.
- The names of recipients and the amounts granted must be publicly posted at the agency.
- Agencies must submit an annual report by July 31 to the Department of State Civil Service. This report must detail payments made to employees under this policy.
- The policy must be posted in a manner which ensures availability to all employees.

IMPLEMENTATION GUIDELINES

- Rewards may be either monetary or non-monetary.
 - If monetary, such rewards must be a lump sum payment and shall not be a part of the employee's base pay. The lump sum payment shall not exceed a total of 10% of the employee's base pay within a fiscal year.
 - If non-monetary, agency must specify within their policy an estimated value of such rewards.
- Awarding gift cards or gift certificates to employees is allowable. However, these rewards are considered monetary, and as such, are taxable.

NOTE: Per the Office of Statewide Accounting – Gift cards and gift certificates fall under the category of cash and cash equivalent fringe benefits, so they should be considered cash and are taxable. For LaGov HCM paid agencies, when entering gift card or gift certificate amounts, the following actions should be used: one-time payment (IT0015) with a wage type of 0112 TxblCash Other.