

<i>P.O. 257 Academic Degree Reward Program</i>			
Effective From:	5-14-2026	Effective To:	Current

P.O. 257 – Academic Degree Reward Program

1. OVERVIEW

- i) It shall be the policy of the Department of Public Safety (DPS), Office of State Police (LSP), to reward and/or recognize employees for attaining academic degrees while serving as active employees. This policy shall be administered in accordance with State Police Commission Rule 6.29 and 6.13, applicable provisions of the State Ethics Code, and related fiscal and human resources policies. All actions shall be administered fairly and equitably, without regard to race, color, national origin, sex, religion, age, disability, or any other non-merit factor.

2. PURPOSE

- i) This policy is designed to enhance job satisfaction and employee engagement by formally recognizing academic degrees attained by employees while in the active service of LSP. By acknowledging these achievements, LSP aims to foster a motivated and committed workforce that supports the agency's strategic objectives and service standards through education.

3. SCOPE

- i) This policy applies to all State Police Commission classified employees of LSP who have received a Performance Evaluation System (PES) evaluation of "Successful" or higher during their last official rating period.
- ii) This policy becomes effective upon approval by the State Police Commission.
- iii) Subsequent revisions will take effect upon approval by the Commission.

4. POLICY AND PROCEDURES

- i) Monetary Rewards:
 - a) As funding allows, only the Deputy Secretary or their designee(s) are authorized to approve and grant a monetary reward to an employee in the form of a one-time lump-sum payment. If an employee, while in the employ of LSP, has obtained a baccalaureate, masters, or doctoral degree from an accredited institution, that employee may be eligible for a one-time lump sum monetary reward of \$2,000 for a baccalaureate degree, \$3,000 for a masters degree, or \$3,000 for a doctoral degree, provided that the employee was not compensated for the degree under another State Police Commission Rule. Proof of the degree must be submitted to Human Resources for verification prior to payment of the reward by submitting a completed degree transcript to DPS-HRDocuments@la.gov.

5. ELIGIBILITY AND ADMINISTRATION

- i) Only employees who are currently employed by LSP at the time of reward approval are eligible.
- ii) For purposes of this reward, only degrees conferred on or after January 8, 2024, are eligible for consideration.
- iii) Documentation supporting the reward shall be retained in HR records in accordance with retention schedules.

6. REPORTING

- i) LSP must submit an annual report by July 31st to the State Police Commission detailing payments made to employees under this policy during the previous fiscal year ending June 30.

7. COMPLIANCE

- i) All actions taken under this policy must comply with:
 - a) Louisiana State Police Commission Rules 6.13 and 6.29

- b) Louisiana Code of Governmental Ethics
- c) Applicable DPS fiscal and HR policies
- d) Federal and state tax reporting requirements for monetary rewards