



JOB AIDS AND RESOURCES

Other Compensation – Position Earnings Types

Position Earnings Types are used to define the different types of compensation for which a position may be eligible. Perquisites is defined as any tangible privilege or gain beyond salary and entitlements provided to administrators, faculty or other employees, including but not limited to housing allowances, care allowances, spousal travel, insurance and club memberships. The list of position earnings types shown below includes earnings types that may be applicable to classified or unclassified employees.

On January 10, 1996, the Civil Service Commission adopted Civil Service Rule 6.3.1 to provide for the regulation of all cash payments to classified employees. The Governor approved this rule effective July 1, 1996. The State Civil Service Commission must approve all proposed cash allowances and amendments to existing cash allowance policies prior to implementation. Commission approval is not required if the agency is providing the physical asset instead of a cash allowance. Agencies requesting use of cash allowances must submit a request to the Department of State Civil Service detailing the purpose and amount of the perquisites or additional compensation.

When agencies determine that positions are entitled to an earnings type, it may be reflected as an attribute of the position in LA Gov HCM. The appointing authority has the discretion in determining if the incumbent of the position is entitled to receive the compensation. If the employee will actually receive this other compensation, the record should also be updated with the amount associated with that attribute, i.e., On-Call Pay at \$1.50 per hour when on-call.

NOTE: Agency HR personnel should work very closely with fiscal officers when providing other compensation or perquisites (also referred to as “fringe benefits”). Compensation for these items have financial and tax implications for the employee so it is incumbent upon HR personnel to be familiar with taxable and non-taxable perquisites and how it impacts the salary and other benefits for the employee. Information regarding financial impact of fringe benefits can be obtain from agency fiscal offices or from the Internal Revenue Service regulations on Fringe Benefits, www.irs.gov.

The following position attributes are currently available:

ALL	Allowance (Fixed Amount)
ADL	Additional Compensation (Fixed Amount)
HOU	Housing Allowance (Fixed Amount)
MLS	Meals Allowance (Fixed Amount)
PIP	Professional Improvement Pay (Fixed-Teachers)
EXT	Extraordinary Duty Pay (Hrly Amount)
HAZ	Hazardous Duty Pay (Hrly Amt) Extraordinary

OCP	On Call Pay (Hrly Amount)
OCK	On Call Comp Time (Hrly Amt – Time and Attendance)
WKN	Weekend Extra Duty (Hrly Amt)
SH2	Shift Differential (2 nd Hourly Amount)
SH3	Shift Differential (3rd Hourly Amount)
SUM	Summer Earnings (Teachers only)
APP	Angola Premium Pay
W/H	Weekend/Holiday
SH4	Shift Rotation
SPM	Special Pay – Monthly
SPH	Special Pay – Hourly
BAS	Base Supplement