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*HR Handbook Update No. 2013 – 0003*

**To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS**

**Subject: Compensation Division – Changes in Premium Pay Policies**

**Issue Date: May 10, 2013**

This notice is being issued to advise agencies of revisions to the HR Handbook in the Compensation Section. The Section on Rule 6.16(a) (Premium Pay) has been changed.

The changes to the section on Rule 6.16(a) (Premium Pay) reflect the use of new language that should be included in all premium pay policies submitted to the Civil Service Commission for approval from this day forward. Agencies may choose to implement a flat rate or “up to” premium pay policy.

**All premium pay policies with a flat rate must contain the following language:**

“This policy is not intended to create any property rights. The agency may re-assess “need” and the allocation of funding resources at any time and may rescind or change the amount given with prior Commission Approval. Sufficient notice must be provided to the employee. ”

**All premium pay policies with “up to” must contain the following language.**

“This policy is not intended to create any property rights. The agency may re-assess “need” and the allocation of funding resources at any time and may rescind or change the amount given at any time. Sufficient notice must be provided to the employee and notification must be sent to State Civil Service of any changes in the amount paid.”

These changes have been implemented to allow agencies more flexibility when establishing premium pay policies.

Questions regarding this Handbook Notification may be directed to the Compensation Division at 225-342-8083.

Sincerely,

Shannon S. Templet  
Director

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