



Post Office Box 94111
Baton Rouge, LA 70804-9111

www.civilservice.la.gov

SHANNON S. TEMPLET, DIRECTOR
Phone: 225-342-8274
Fax: 225-342-8058
TDD: 800-846-5277
Toll Free: 866-783-5462

This public document was published at a total cost of \$.29. Two copies of this public document were published in this 1st printing at a cost of \$.29 each. The total cost of all printings of this document including reprints is \$.58. This document was published by the Department of State Civil Service to keep agencies, employees, and other persons informed about the personnel program under authority of Article X of the Louisiana Constitution. This material was printed in accordance with standards for printing by State Agencies pursuant to La. R.S. 43:31.

GENERAL CIRCULAR NUMBER 2013-018

DATE: May 31, 2013

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Annual Reporting of Payments Made Per Rules 6.16(h), 6.16.1, 6.16.2

State Agencies who have promulgated any of the policies listed below, and have made such payments to **CLASSIFIED** employees, shall report all payments made during Fiscal Year 2012/2013 to State Civil Service by **July 31, 2013**. Please do not include non-monetary awards or any payments made to unclassified employees.

State Civil Service Rule 6.16(h), Payment for the Attainment of an Advanced Degree
State Civil Service Rule 6.16.1, Rewards and Recognition
State Civil Service Rule 6.16.2, Optional Pay Adjustments

The required Annual Pay Reporting Forms can be obtained by clicking [HERE](#).
Please notice the reporting workbook contains separate worksheets:

- Rewards and Recognition (R & R)
- Optional Pay – Lump Sum Adjustments (OPA--Lump)
- Optional Pay – Base Pay Adjustments (OPA--Base)
- Advanced Degrees (Adv Deg)

Note the following changes to the annual report:

- An instruction sheet has been included in the reporting workbook for this year. The instruction sheet explains more about the information needed in each section.
- Drop-down choices are available this year to indicate the types of awards given for Optional Pay Lump Sum and Optional Pay Base Pay Adjustments.

- Rational business reasons must be indicated for each award and adjustment granted this year.

Below are reporting examples for Award Descriptions:

Rewards and Recognition:

- Employee of the Month/Quarter/Year
- Innovation – developed a policy which shortened processing time of reports from 30 days to 14 days
- Savings to Agency – developed an automated procedure that resulted in savings to the agency of \$15,000

Optional Pay Adjustments:

- To match a verified job offer
- To reward employee for performing temporary additional duties due to the project management conversion
- To correct salary compression between comparable employees: John Doe was hired with specialized degree at \$36,000, employee Jane Doe received optional pay as it was brought to our attention that she possessed the same degree upon hiring two years ago.

If you encounter any problems using the Annual Pay Form, please contact Amber Gorham at (225) 342-8260 or (225) 342-8083. Completed reports along with a cover letter should be emailed to dscscompreports@la.gov. Agencies that had Optional Pay or Rewards and Recognition policies in FY12-13, but did not grant any monetary awards, should report such inactivity along with the reason (ex., budget constraints) to State Civil Service by letter to the above email address. Agency Heads will be notified of any reports not received by July 31, 2013, in addition, such reports will not be included in the report to the State Civil Service Commission. If you have any questions, please contact Chris Deer, Compensation Division Administrator, at (225) 342-8083 or by email at chris.deer@la.gov.

Sincerely,

s/Shannon S. Templet
Director