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DATE: June 26, 2014

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 2013/2014 to State Civil Service by **July 31, 2014**. 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 workbook can be obtained by clicking [HERE](#). Please notice the reporting workbook contains the following 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)

Rational business reasons must be included for each award and adjustment granted.

The workbook contains the following information to assist in completing the annual report:

- An instruction worksheet
- Drop-down choices that indicate the types of awards given for Optional Pay – Lump Sum and Optional Pay – Base Pay Adjustments
- An example has been added in green to the top of each worksheet

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 a 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.

Completed reports should be emailed to dscscompreports@la.gov. Agencies that had Optional Pay or Rewards and Recognition policies in FY13-14, 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, 2014, in addition, such reports will not be included in the report to the State Civil Service Commission.

If you have any questions regarding the Annual Pay Reporting workbook, you may contact SCS Consultant Amber Gorham at (225) 342-8260 or amber.gorham@la.gov.

Sincerely,

s/Shannon S. Templet
Director