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DATE: June 10, 2015

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Revised Premium Pay Policy Standards and Guidelines

At the State Civil Service Commission meeting held on Wednesday, June 3, 2015, the Commission delegated to the State Civil Service Director the authority to approve premium pay policies up to \$2.00 an hour, for all hours worked, effective July 1, 2015 to June 30, 2016 for the following reasons:

- Hazardous Duty
- Recruitment and Retention
- Difficult Work Environment and/or Location
- Extraordinary Duty
- Market Pay Conditions
- Application of Educational and/or Training Credentials

Premium pay policies must be submitted to SCS at least 10 days in advance of the effective date. The SCS Director has established [Premium Pay Policy Standards](#) which are located in the HR Handbook. Agencies continue to have flexibility to implement either a flat rate premium pay policy or an "up to" premium pay policy. In both cases, however, Agencies should continue to follow the established guidelines for requesting approval as well as communicating changes in these policies to employees.

While the SCS Commission has delegated authority to the SCS Director to approve these policies, the Director reserves the right to submit any premium pay request to the SCS

Commission for consideration, should she determine additional consideration and/or publication is required. Additionally, Agencies should place measures in place to ensure that premium payments are made to the appropriate employees, i.e. those occupying positions authorizing the premium pay and/or employees actually performing duties which necessitate the payment.

If you have any questions, please contact your Compensation Consultant at (225) 342-8083.

Sincerely,

s/Shannon S. Templet
Director