



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 \$.58 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 2015-023

DATE: June 25, 2015

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 that have promulgated any of the policies listed below and have made such payments to classified employees shall report all payments granted in the fiscal year ending June 30, 2015, to State Civil Service by July 31, 2015.

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](#). 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)

A rational business reason must be included for each payment granted. Please do not include non-monetary awards or any payments made to unclassified employees.

New for 2015

- There are separate cells for employee first and last names.
- Please email your agency's report in Excel format only to compreports@la.gov. Reports submitted in pdf format may accompany the Excel document, if desired.
- Please use the following email subject line: Optional Pay Annual Report

- For Optional Pay – Base Pay Adjustments, there are two (2) new additional columns for capturing data related to State Civil Service Rule 6.16.2(c).
 - Column I: Please indicate if the employee received more than one Optional Pay Adjustment for additional duties in the last three (3) consecutive years by selecting “Yes” or “No” from the drop-down choices.
 - Column J: If the employee received more than one Optional Pay Adjustment for additional duties in the last three (3) consecutive years, please indicate if the sum of the adjustments equal 15% or less by selecting “Yes” or “No” from the drop-down choices.

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
- Compensation 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 compreports@la.gov. Agencies that had Optional Pay or Rewards and Recognition policies in FY14-15, but did not grant any monetary awards, should report such inactivity to State Civil Service by letter to the above email address. Agency Heads will be notified of any reports not received by July 31, 2015; in addition, such reports will not be included in the report to the State Civil Service Commission.

If you have questions regarding annual pay reporting, you may contact Amber Gorham at (225) 342-8260 or amber.gorham@la.gov.

Sincerely,

s/Shannon S. Templet
Director