



Louisiana
SCS
State Civil Service

BYRON P. DECOTEAU, JR., DIRECTOR

Post Office Box 94111
Baton Rouge, LA 70804-9111

Phone: 225-342-8274

Fax: 225-342-8058

www.civilservice.la.gov

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DATE: June 3, 2016

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, 2016, to State Civil Service by July 31, 2016.

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](#). 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. Completed reports should be emailed to compreports@la.gov in Excel format only. Reports in pdf format may accompany the Excel document, if desired.

Agencies that had Optional Pay or Rewards and Recognition policies in FY15-16, but did not grant any monetary awards, should report such inactivity to State Civil Service by email to the above email address. Agency Heads will be notified of any required reports that are not received by July 31, 2016.

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)

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.

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

Sincerely,

s/Byron P. Decoteau, Jr.
Director