



Louisiana
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GENERAL CIRCULAR NUMBER 2017-012

DATE: May 11, 2017

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Proposed Changes to Chapters 1, 5, 6 and 19 of the Civil Service Rules

The State Civil Service Commission will hold public hearings regarding amending rules contained herein on the following dates:

- **Special Meeting:** Tuesday, June 6, 2017 from 5:00 pm to 7:00 pm
 - Formal presentation of proposed exhibits
 - Public comments
- **Regular Meeting:** Wednesday, June 7, 2017 at 9:00 am
 - Public comments
 - Consideration of rule adoptions

These hearings will be held in the Louisiana Purchase Room of the Claiborne Building, 1201 North Third Street, Baton Rouge, Louisiana. Individuals who wish to comment on these proposals may do so at the public hearings, by writing to the Director of the Department of State Civil Service at Post Office Box 94111, Baton Rouge, Louisiana, 70804-9111, or by emailing the Civil Service Commission at civilservicecommission@la.gov. If any accommodations are needed, please notify the Department at (225) 342-8272 prior to the meeting.

Summary of Proposal

The overall objective of this proposed plan is to place the classified system in a position to attract skilled and qualified job candidates with a competitive entry salary. Additionally, this proposal provides a means to train and grow an employee's competencies while providing tiered increases aimed at moving the employee to a market value within a time frame conducive to retaining employees in a fiscally responsible manner. This involves:

- Proposing the granting of a 2% general increase to all classified employees on January 1, 2018,
- Realigning the State's (6) occupational based classified pay schedules with the relevant market,
- Moving away from static 4% annual performance adjustments to tiered market based adjustments.

In order to accomplish these changes, the Commission will consider:

- Amendments to Chapter 5 (Classification Plan) and Chapter 6 (Pay Rules)
- Suspension of the 4% performance adjustment for fiscal year 2017-2018 and fiscal year 2018-2019
- Amendments to Chapter 19 (Transition to New Pay Structure)
- Amendments to Chapter 1 (Definitions)
- Adoption of (6) new occupational based classified pay schedules

The proposed amendments are attached as exhibits "A-E" and the amended pay schedules are attached as exhibit "F."

The full texts of the individual rule proposals are included in the following attached exhibits:

- Exhibit A – Amendments to Chapter 5 to be effective July 1, 2018
- Exhibit B – Amendments to Chapter 6 to be effective July 1, 2018
- Exhibit C – Suspension of Performance Adjustment Rule to be effective June 29, 2017
- Exhibit D – Amendments to Chapter 19 to be effective January 1, 2018
- Exhibit E – Amendments to Chapter 1 to be effective July 1, 2018
- Exhibit F – Proposed Pay Schedules to be effective January 2, 2018

Explanation of Changes to Chapter 5 found in Exhibit "A"

Current Rule	Proposed Rule	Significant Changes
5.6.1(e) Business Reorganization	5.6.1(e) Business Reorganization	Provides for a requirement that the employee receive a written notice when a business reorganization has been approved by the Director
5.9(a) Dual Career Ladder Classification Program	5.9(a) Dual Career Ladder Classification Program	Removes the STEM jobs limitation
5.9 (f) & (g) Dual Career Ladder Classification Program	5.9 (f) & (g) Dual Career Ladder Classification Program	Removes the reporting requirements on the use and effectiveness to the Commission

The proposed major changes to Chapter 5 of the Civil Service Rules are:

1. In the business reorganization rule, to provide for a written notice requirement when the Director has approved a business reorganization and the employee's allocation is moving to a job with a lower maximum.

2. In the dual career ladder rule, to remove the Scientific, Technical, Engineering and Medical (STEM) job limitations and remove all reporting requirements from the rules.

Explanation of Amendments to Chapter 6 found in Exhibit “B”

Current Rule	Proposed Rule	Significant Changes
6.1 Philosophy	6.1 Philosophy	Changes the pay philosophy of the State Civil Service Commission
6.4 Rates of Pay in the Pay Plan Plus Base Supplement	6.4 Rates of Pay in the Pay Plan	Renaming rule; removes reference to base supplement
6.5(b) Hiring Rate - Special Entrance Rates	6.5(b) Hiring Rate – Special Entrance Rates	Removes reference to base supplement
6.5(c) Hiring Rate - Reentering the Classified Service	6.5(c) Hiring Rate - Reemployment Eligibility Rate	Renaming the rule; prohibits the use of the rule unless an employee has had a break in service of at least 30 days; removes reference to base supplement
6.5(g) Hiring Rate – Extraordinary Qualifications/Credentials	6.5(g) Hiring Rate – Extraordinary Qualifications/Credentials	Requires agency policy be approved by the Director; limits hiring up to the midpoint; prohibits an employee resigning permanent status to take a job with a lower maximum and receiving a pay increase without a 30 day break in service
6.5(h) Hiring Rate – Reentering the Classified Service without a Break in Service	6.5(h) Pay Upon Accepting Probational Appointment in Lieu of Promotion	Renaming the rule; requires an appointing authority to pay an employee in accordance with Rule 6.7 when employee resigns permanent status to accept probationary appointment
6.5.1 Rate Upon Appointment From a Department Preferred Reemployment List	6.5.1 Rate Upon Appointment From a Department Preferred Reemployment List	Removes reference to base supplement; provides for pay structure adjustments
6.7 Rate of Pay Upon Promotion	6.7 Rate of Pay Upon Promotion	Prohibits an employee who takes a voluntary demotion without a reduction in pay from receiving promotional pay until the employee surpasses the level from which they were demoted
6.8 Pay Upon Reallocation	6.8 Pay Upon Reallocation	Removes reference to base supplement; prohibits an

		employee who takes a voluntary demotion without a reduction in pay from receiving pay upon reallocation until the employee surpasses the level from which they were demoted
6.8.1 Pay Upon Job Correction or Grade Assignment	6.8.1 Pay Upon Job Correction or Grade Assignment	Removes reference to base supplement
6.8.2 Pay Upon Relocation	6.8.2 Pay Upon Relocation	Changed language to “with a lower maximum”
6.9 Pay Upon Transfer or Reassignment	6.9 Pay Upon Transfer or Reassignment	Removes reference to base supplement; see chapter 1 for change in definition of transfer
6.10 Rate of Pay Upon Demotion	6.10 Rate of Pay Upon Demotion	Prohibits an employee from receiving a pay increase on promotion, reallocation and detail to special duty after taking a voluntary demotion without a reduction in pay until the employee surpasses the level from which they demoted
6.11 Rate of Pay Upon Detail to Special Duty	6.11 Rate of Pay Upon Detail to Special Duty	Prohibits an employee who takes a voluntary demotion without a reduction in pay from receiving detail pay until the employee surpasses the level from which they demoted
6.14 Performance Adjustments		Repealed
6.15 Red Circle Rates	6.15 Red Circle Rates	Removes reference to base supplement
6.16 Special Pay Provisions	6.16 Special Pay Provisions	Names Incentive Awards in part (d); removes reference to base supplement; repeals pay for employees at range maximum
6.16.1 Rewards and Recognition	6.16.1 Rewards and Recognition	Provides for the establishment of agency policy to reward employees who receive an exceptional performance evaluation
6.16.2 Optional Pay Adjustments	6.16.2 Optional Pay Adjustments	Limits matching a job offer to base pay increase only; reduces additional duties to 5% and reduces the base pay

		for additional duties three year cap to 10%
6.16.3 Exceptional Performance and Gainsharing		Repealed
6.17 Pay on Entering the Classified Service Under the Provisions of Rule 24.2	6.17 Pay on Entering the Classified Service Under the Provisions of Rule 24.2	Removes reference to base supplement
6.30 Pay adjustments if within \$20 of range maximum or highest rate within base supplement		Repealed
6.31 Pay for Employees Appointed at Range Minimum		Repealed
	6.32 Market Adjustments	Provides for a base pay increase as determined by the employee's position in to the range

The proposed major changes to Chapter 6 of the Civil Service Rules are:

1. Removes all references to base supplement.
2. Reduces the approval of 6.5(g) from 3rd quartile to midpoint and prohibits a permanent employee from going on probation to accept a job with a lower maximum and receive a pay increase.
3. Requires an appointing authority to pay promotional pay when employee accepts a probational appointment in lieu of a promotion.
4. Requiring an appointing authority to waive the pay increase on promotion, reallocation or detail to special duty for an employee who has been demoted without a reduction until the employee surpasses the pay level from which he demoted.
5. Repeals Performance Adjustments.
6. Repeals pay for employees at range maximum.
7. Allows for the creation of agency rewards and recognition policies to pay those employees receiving an exceptional performance evaluation a lump sum.
8. Reduces optional pay for additional duties to 5% and reduce the three year cap for permanent base pay for additional duties to 10%.
9. Repeals exceptional performance and gainsharing.
10. Repeals pay adjustment if within \$20 of range maximum or highest rate within base supplement.
11. Repeals pay for employees appointed at range minimum.
12. Provides for the payment of market adjustments.

Explanation of Amendments to Chapter 6 found in Exhibit "C"

Current Rule	Proposed Rule	Significant Changes
6.14.2 Suspension of Performance Adjustments		Repealed
	6.14.3 Suspension of Performance Adjustments	Suspends performance adjustments for FY 17/18 and FY 18/19

The proposed major changes to Chapter 6 of the Civil Service Rules are:

1. Repeals the current suspension of performance adjustment rule that prohibited performance adjustment eligibility in FY 16/17.
2. Suspends eligibility for performance adjustments in FY 17/18 and FY 18/19, but allows for payments of performance adjustments from prior years for which an employee may have eligibility.

Explanation of Amendments to Chapter 19 found in Exhibit “D”

Current Rule	Proposed Rule	Significant Changes
19.1 Purpose and Scope	19.1 Purpose and Scope	Removes reference to old pay structure; Provides effective date for the transition chapter
19.2 Rates in the Pay Plan	19.2 Pay upon movement to the new pay structure	Renaming the rule; provides for movement to the new pay structure
19.3 Pay Upon Movement of Jobs to New Structure Grades	19.3 Hiring Rate	Renaming the rule; provides for hiring rates in the new pay structure
19.4 Hiring Rate	19.4 Transition Problem Resolution	Renaming the rule; provides the Director the authority to resolve issues which arise as a result of the transition to the new pay plan
19.5 Pay on Promotion, Grade Assignment Change	19.5 Individual Pay Adjustments	Renaming the rule; provides the Director or the Commission to grant individual pay adjustments as necessary
19.6 Merit Increases	19.6 Pay Upon Grade Assignment Change	Renaming the rule; Provides the Director the authority to assign jobs to a different pay range during the transition
19.7 Schedule for Individual Pay Rate Adjustment to Interim Minimum	19.7 Rate of Pay on Detail to Special Duty	Renaming the rule; Provides for the 2% general increase calculation for employees on detail
19.8 Schedule for Adjustment of the Range Minimums	19.8 Pay Upon Appointment from the DPRL	Renaming the rule: Provides for pay upon appointment from the DPRL during the transition
19.9 Pay Upon Grade Assignment Change		Repealed
19.10 Transition Problem Resolution		Repealed
19.11 Individual Pay Adjustments		Repealed

The proposed major changes to Chapter 19 of the Civil Service Rules are:

1. Provides for the transition to the new pay structures.

Explanation of Amendments to Chapter 1 found in Exhibit “E”

Current Rule	Proposed Rule	Significant Changes
1.5.01.1 ‘Base Pay’	1.5.01.1 ‘Base Pay’	Removes reference to base supplement
1.5.02 ‘Base Supplement’		Repealed
1.11 ‘Demotion’	1.11 ‘Demotion’	Changes language to “job with a lower maximum”
1.14.1.1 ‘Dual Career Ladder’	1.14.1.1 ‘Dual Career Ladder’	Removes purpose from the definition
1.15.2.1 ‘General Increase’	1.15.2.1 ‘General Increase’	Removes cost of living language
1.19.1 ‘Layoff Avoidance Measures’	1.19.1 ‘Layoff Avoidance Measures’	Removes reference to performance adjustments
	1.20.0002 ‘Market Adjustment’	Creates a definition for market adjustment
1.20.001 ‘Market Grade Job’		Repealed
1.24.003 ‘Pay Structure Adjustment’	1.24.003 ‘Pay Structure Adjustment’	Provides for “and/or” language
1.24.004 ‘Performance Adjustments’		Repealed
1.24.02.1 ‘Perquisites’	1.24.02.1 ‘Perquisites’	Removes “refers to administrators and faculty”
1.27 ‘Promotion’	1.27 ‘Promotion’	Changes language to “job with a higher maximum”
1.33.01 ‘Red Circle Rate’	1.33.01 ‘Red Circle Rate’	Removes reference to base supplement
1.41 ‘Transfer’	1.41 ‘Transfer’	Provides for an employee to transfer with a change in status

The proposed major changes to Chapter 1 of the Civil Service Rules are:

1. Removes references to base supplement.
2. Provides for a definition of Market Adjustment.
3. Provides for transfers with a change in status.

Please distribute this general circular to all classified employees in your agency.

Sincerely,

s/Byron P. Decoteau, Jr.
Director

Exhibit A – Amendments to Chapter 5 to be effective July 1, 2018

Chapter 5	
Current Rule	Proposed Rule
Rule 5.6.1 Effect of Business Reorganization on Encumbered Positions	Rule 5.6.1 Effect of Business Reorganization on Encumbered Positions
<p style="text-align: center;">***</p> <p>c) The business reorganization plan shall be submitted to the Director prior to the proposed effective date. The plan shall include, but not necessarily be limited to, the following documents:</p> <ol style="list-style-type: none"> 1. proposal outlining the rational business reasons resulting in the reallocation(s) down; 2. position descriptions (SF-3s) for all positions; 3. current and proposed organizational charts <p style="text-align: center;">***</p> <p>e) Approval of Business Reorganization Plans</p> <p>The Director may:</p> <ol style="list-style-type: none"> 1. approve the plan; 2. disapprove the plan; 3. grant interim approval of the plan pending ratification of the Commission at its next regularly scheduled meeting 4. refer the plan directly to the Commission for consideration at its next regularly scheduled meeting; 5. require the agency to implement a layoff in accordance with Chapter 17. <p style="text-align: center;">***</p>	<p style="text-align: center;">***</p> <p>c) The business reorganization plan shall be submitted to the Director prior to the proposed effective date. The plan shall include, but not necessarily be limited to, the following documents:</p> <ol style="list-style-type: none"> 1. proposal outlining the rational business reasons resulting in the reallocation(s) down; 2. position descriptions (SF-3s) for all positions; 3. current and proposed organizational charts <p style="text-align: center;">***</p> <p>e) Approval of Business Reorganization Plans</p> <p>The Director may:</p> <ol style="list-style-type: none"> 1. approve the plan; 2. disapprove the plan; 3. grant interim approval of the plan pending ratification of the Commission at its next regularly scheduled meeting 4. refer the plan directly to the Commission for consideration at its next regularly scheduled meeting; 5. require the agency to implement a layoff in accordance with Chapter 17. <p><u>Upon approval of the business reorganization plan by the Director, the appointing authority shall provide in writing to each employee to be reallocated down a final notice of action and a copy of the Director's approval letter.</u></p> <p style="text-align: center;">***</p>
5.9 Dual Career Ladder Classification Program	5.9 Dual Career Ladder Classification Program

<p>Subject to the provisions of Rule 6.29, an appointing authority may participate in a dual career ladder program for selected job series by submitting an agency policy requesting the establishment of a job or jobs to provide a mechanism to implement a dual career ladder program. The agency policy must be approved by the Civil Service Commission prior to implementation. All such programs must comply with the following requirements:</p> <p>(a) The dual career ladder jobs must be in a scientific, medical, information technology, or engineering field that exhibits one or more of the following characteristics:</p> <ol style="list-style-type: none"> 1. Requires substantial technical or professional training and expertise beyond the basic level. 2. Is known for rapid innovation. 3. Possesses the potential for employees to receive national credentials or licenses. <p>(b) Such a program shall be implemented in accordance with written policies and procedures approved by the State Civil Service Commission.</p> <ol style="list-style-type: none"> 1. Repealed July 1, 2013. 2. Repealed July 1, 2013. 3. Repealed July 1, 2013. 4. Repealed July 1, 2013. 5. Repealed July 1, 2013. <p>(c) Amendments to policies by an agency must be submitted for prior approval by the Civil Service Commission.</p> <p>(d) Pay for employees in dual career ladder jobs shall be established in accordance with Civil Service Rules governing pay.</p> <p>(e) Applicants may be placed in dual career ladder positions using normal procedures for filling positions or, if appropriate, through reallocation.</p> <p>(f) Agencies must report to the Department of State Civil Service annually on the use and effectiveness of the program. Such annual reports should reflect fiscal year information.</p>	<p>Subject to the provisions of Rule 6.29, an appointing authority may participate in a dual career ladder program for selected job series by submitting an agency policy requesting the establishment of a job or jobs to provide a mechanism to implement a dual career ladder program. The agency policy must be approved by the Civil Service Commission prior to implementation. All such programs must comply with the following requirements:</p> <p>(a) The dual career ladder jobs must be in a scientific, medical, information technology, or engineering field that exhibits one or more of the following characteristics:</p> <ol style="list-style-type: none"> 1. Requires substantial technical or professional training and expertise beyond the basic level. 2. Is known for rapid innovation. 3. Possesses the potential for employees to receive national credentials or licenses. <p>(b) Such a program shall be implemented in accordance with written policies and procedures approved by the State Civil Service Commission Director.</p> <ol style="list-style-type: none"> 1. Repealed July 1, 2013. 2. Repealed July 1, 2013. 3. Repealed July 1, 2013. 4. Repealed July 1, 2013. 5. Repealed July 1, 2013. <p>(c) Amendments to policies by an agency must be submitted for prior approval by the Civil Service Commission.</p> <p>(d) Pay for employees in dual career ladder jobs shall be established in accordance with Civil Service Rules governing pay.</p> <p>(e) Applicants may be placed in dual career ladder positions using normal procedures for filling positions or, if appropriate, through reallocation.</p> <p>(f) Agencies must report to the Department of State Civil Service annually on the use and effectiveness of the program. Such annual reports should reflect fiscal year information.</p>
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(g) The Director shall review all programs and report annually to the Civil Service Commission on the program's use and effectiveness.	(g) The Director shall review all programs and report annually to the Civil Service Commission on the program's use and effectiveness.
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Exhibit B – Amendments to Chapter 6 to be effective July 1, 2018

Chapter 6	
Current Rule	Proposed Rule
Rule 6.1 Philosophy	Rule 6.1 Philosophy
<p>The pay rates for the State's classified workforce will be established in accordance with a system that generally considers such factors as availability of applicants, the quality of the applicant pool, turnover rates, federal law, market competition, pay practices of market competitors, the evaluation system ranking, employee performance and level of funding available. The State will not be a market leader, but, for the most part, will follow the market as the value of jobs change.</p>	<p>The pay rates for the State's classified workforce will be established in accordance with a system that generally considers such factors as availability of applicants, the quality of the applicant pool, turnover rates, federal law, market competition, pay practices of market competitors, the evaluation system ranking, employee performance and level of funding available. The State will not be a market leader, but, for the most part, will follow the market as the value of jobs change.</p> <p><u>It is the policy of the State to maintain labor market competitiveness within the boundaries of financial feasibility. The state is committed to attracting and retaining a diverse workforce of high performing employees with the competencies, knowledge, skills, abilities and dedication needed to consistently provide state services</u></p>
Rule 6.4 Rates of Pay in the Pay Plan Plus Base Supplement	Rule 6.4 Rates of Pay in the Pay Plan Plus Base Supplement
<p>(a) The pay range for each job shall consist of a range minimum and maximum.</p> <p>(b) Subject to the provisions of Rules 6.11, 6.15, and 6.16 each employee shall be paid at a rate within the range for the grade to which his position is allocated, or at a rate within the base supplement approved for his position in accordance with the provisions of Rule 6.16(f).</p>	<p>(a) The pay range for each job shall consist of a range minimum and maximum.</p> <p>(b) Subject to the provisions of Rules 6.11 and 6.15, and 6.16 each employee shall be paid at a rate within the range for the grade to which his position is allocated, or at a rate within the base supplement approved for his position in accordance with the provisions of Rule 6.16(f).</p>
Rule 6.5 Hiring Rate	Rule 6.5 Hiring Rate
<p>Pay upon employment shall be at the minimum of the range established for the grade of the job to which the position is allocated except:</p> <p style="text-align: center;">***</p>	<p>Pay upon employment shall be at the minimum of the range established for the grade of the job to which the position is allocated except:</p>

<p>b) Special Entrance Rates.</p> <p>When economic or employment conditions cause substantial recruitment or retention difficulties, the Director may authorize the appointment of qualified applicants at a special entrance rate or may authorize the use of a special retention rate within the range, or within the range plus base supplement authorized for the position, for the job in a limited geographical area or for positions in a job where employment conditions are unusual.</p> <ol style="list-style-type: none"> 1. The department or departments to which the special rate is made applicable having employees in the same job in the affected area or locale where the special rate will be used, shall increase the pay rate of all such employees to the special rate. All new hires shall be paid at the special entrance rate or special retention rate. An appointing authority may adjust the salaries of employees working in the positions to which the special entrance rate applies to any salary up to but not to exceed the amount of the percent difference between the special rate and the current hiring rate. 2. When special entrance rates or special retention rates are adjusted downward, the individual pay rates of employees occupying positions affected by the authorized rates shall not be changed. 3. Special entrance rates and special retention rates must be approved by the Commission at its next scheduled meeting after action was taken by the Director. <p>(c) Reentering the Classified Service.</p> <p>The pay of an employee reentering the classified service, other than one being restored to duty following military service, may be fixed at any rate in the range, or within</p>	<p style="text-align: center;">***</p> <p>(b) Special Entrance Rates.</p> <p>When economic or employment conditions cause substantial recruitment or retention difficulties, the Director may authorize the appointment of qualified applicants at a special entrance rate or may authorize the use of a special retention rate within the range, or within the range plus base supplement authorized for the position, for the job in a limited geographical area or for positions in a job where employment conditions are unusual.</p> <ol style="list-style-type: none"> 1. The department or departments to which the special rate is made applicable having employees in the same job in the affected area or locale where the special rate will be used, shall increase the pay rate of all such employees to the special rate. All new hires shall be paid at the special entrance rate or special retention rate. An appointing authority may adjust the salaries of employees working in the positions to which the special entrance rate applies to any salary up to but not to exceed the amount of the percent difference between the special rate and the current hiring rate. 2. When special entrance rates or special retention rates are adjusted downward, the individual pay rates of employees occupying positions affected by the authorized rates shall not be changed. 3. Special entrance rates and special retention rates must be approved by the Commission at its next scheduled meeting after action was taken by the Director. <p>(c) Reentering the Classified Service <u>Reemployment Eligibility Rate</u></p> <p>The pay of an employee reentering the classified service <u>who has had a break in service of at least 30 days</u>, other than one being restored to duty following military</p>
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the range plus base supplement authorized for the position in which he is being employed, that does not exceed the highest salary he previously earned while serving with permanent status in a classified position other than detail to special duty. If the range for the job has been adjusted and the range minimum is higher than his former salary, he will enter at range minimum. If the former salary is higher than the range maximum or range maximum plus authorized base supplement, his pay rate shall be set no higher than the range maximum, or range maximum plus base supplement if authorized for the position in which he is being employed. The appointing authority may at any time grant, to the extent permitted by other provisions of these Rules, any increase for which an employee having reentered the classified service possesses eligibility under this subsection. This Rule shall not apply to a former employee who was dismissed or resigned to avoid dismissal.

(g) Extraordinary Qualifications/Credentials

Subject to provisions of Rule 6.29, if an applicant who is eligible for appointment under provisions of Chapters 22 and 23 of the Rules possesses extraordinary or superior qualifications/credentials above and beyond the minimum qualifications/credentials, the appointing authority may, at his own discretion, pay the employee at a rate above the minimum provided that:

1. such superior qualifications/credentials are verified and documented as job related,
2. the rate does not exceed the third quartile of the range for the affected job,
3. the rate is implemented in accordance with written policies and procedures established by the department,

service **or being reemployed following a layoff**, may be fixed at any rate in the range, ~~or within the range plus base supplement~~ authorized for the position in which he is being employed, that does not exceed the highest salary he previously earned while serving with permanent status in a classified position other than detail to special duty. If the range for the job has been adjusted and the range minimum is higher than his former salary, he will enter at range minimum. If the former salary is higher than the range maximum ~~or range maximum plus authorized base supplement~~, his pay rate shall be set no higher than the range maximum ~~or range maximum plus base supplement if~~ authorized for the position in which he is being employed. The appointing authority may at any time grant, to the extent permitted by other provisions of these Rules, any increase for which an employee having reentered the classified service possesses eligibility under this subsection. This Rule shall not apply to a former employee who was dismissed or resigned to avoid dismissal.

(g) Extraordinary Qualifications/Credentials

Subject to provisions of Rule 6.29, if an applicant who is eligible for appointment under provisions of Chapters 22 and 23 of the Rules possesses extraordinary or superior qualifications/credentials above and beyond the minimum qualifications/credentials, the appointing authority may, ~~at his own discretion~~, pay the employee at a rate above the minimum provided that:

1. such superior qualifications/credentials are verified and documented as job related,
2. the rate does not exceed the ~~third quartile~~ **midpoint** of the range for the affected job,
3. the rate is implemented in accordance with written policies and procedures established by the

<p>4. the appointment is probational, provisional or a job appointment.</p> <p>The employee may be paid upon hiring or at any time within one year of the hire date. If paid after the hiring date, the pay change must be prospective. The salaries of all current probational and permanent employees who occupy positions in the same job title and who possess the same or equivalent qualifications/credentials may be adjusted up to but not to exceed the amount of the percent difference between the special hiring rate and the regular hiring rate provided that the qualifications/credentials are also verified and documented as job related and that the rate is implemented in accordance with written policies and procedures established by the department; such policies shall be posted in a manner which assures their availability to all employees. Such adjustments shall only be made on the same date that the higher pay rate is given to the newly hired employee.</p> <p>If an employee with permanent status resigns and is then rehired into either the same position or into the same job title or a lower level job in his career progression group at the same agency, the employee shall not be eligible for an increase under this rule unless there has been a break in State service of at least 60 days.</p> <p>(h) Reentering the Classified Service Without a Break In Service</p> <p>When an appointing authority requires an employee to resign a permanent position in order to accept a probational appointment, and the employee accepts such an appointment without a break in service, and the appointment would have been considered a promotion according to Rule 6.7 the employee shall retain eligibility for the promotional increase for a period not to exceed 1 year. The appointing authority may grant any increase for which the employee would have been eligible under Rule 6.7. This Rule shall not</p>	<p>department, <u>and approved by the Director.</u></p> <p>4. the appointment is probational, provisional or a job appointment.</p> <p>The employee may be paid upon hiring or at any time within one year of the hire date. If paid after the hiring date, the pay change must be prospective. The salaries of all current probational and permanent employees who occupy positions in the same job title and who possess the same or equivalent qualifications/credentials may be adjusted up to but not to exceed the amount of the percent difference between the special hiring rate and the regular hiring rate provided that the qualifications/credentials are also verified and documented as job related and that the rate is implemented in accordance with written policies and procedures established by the department; such policies shall be posted in a manner which assures their availability to all employees. Such adjustments shall only be made on the same date that the higher pay rate is given to the newly hired employee.</p> <p>If an employee with permanent status resigns and is then rehired into either the same position or into the same job title or a lower level job <u>with a lower maximum</u> in his career progression group at the same agency, the employee shall not be eligible for an increase under this rule unless there has been a break in State service of at least 60 <u>30</u> days. <u>If an employee with permanent status resigns and is then rehired into a job with a lower maximum at any other agency, the employee shall not be eligible for an increase under this rule unless there has been a break in service of at least 30 days.</u></p> <p><u>Requests for exceptions to this rule must be approved by the State Civil Service Commission.</u></p> <p>(h) Reentering the Classified Service Without a Break In Service <u>Pay Upon Accepting</u></p>
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apply to an employee who was dismissed or resigned to avoid dismissal.	<p><u>Probational Appointment in Lieu of Promotion</u></p> <p>When an appointing authority requires an employee to resign a permanent position in order to accept a probational appointment and the employee accepts such an appointment without a break in service, and the appointment would have been considered a promotion according to Rule 6.7, the employee shall retain eligibility for the promotional increase for a period not to exceed 1 year <u>T</u> the appointing authority may <u>shall</u> grant any increase for which the employee would have been eligible under Rule 6.7. This Rule shall not apply to an employee who was dismissed or resigned to avoid dismissal.</p>
Rule 6.5.1 Pay Upon Appointment from Department Preferred Reemployment List	Rule 6.5.1 Pay Upon Appointment from Department Preferred Reemployment List
Subject to Rule 6.14, the pay of a person appointed from a department preferred reemployment list may be fixed no higher than his rate of pay at the time of the layoff or displacement action, which entitled him to placement on the preferred list from which he is appointed, or at his current rate if such rate is higher based on other provisions of these Rules. In no case shall the rate of pay be higher than the range maximum for the class to which appointed, or the highest rate within the base supplement authorized for the position to which appointed.	<p>Subject to Rule 6.14, The pay of a person appointed from a department preferred reemployment list may be fixed no higher than his rate of pay at the time of the layoff or displacement action, which entitled him to placement on the preferred list from which he is appointed, or at his current rate if such rate is higher based on other provisions of these Rules. <u>If the range for the job has been adjusted and the range minimum is higher than his former salary, he will enter at the range minimum.</u> In no case shall the rate of pay be higher than the range maximum for the class <u>job</u> to which the person is <u>the person is</u> appointed. or the highest rate within the base supplement authorized for the position to which appointed.</p>
Rule 6.7 Rate of Pay Upon Promotion	Rule 6.7 Rate of Pay Upon Promotion
<p>(a) Subject to the provisions of subsections (e) and (f) of this rule, when an employee is promoted to a position in a higher grade, his pay shall increase by at least 7 percent.</p> <p>(b) Subject to the provisions of subsections (e) and (f) of this rule, when an employee is given a one grade promotion his pay shall increase by 7 percent. When an employee is given a two grade promotion his pay may be increased in an amount not to exceed 10.5 percent. When an employee is given a three or more grade promotion his pay may be increased in an</p>	<p>a) Subject to the provisions of subsections (e) and (f) <u>(g)</u> of this rule, when an employee is promoted to a position in a higher grade, his pay shall increase by at least 7 percent.</p> <p>(b) Subject to the provisions of subsections (e) and (f) <u>(g)</u> of this rule, when an employee is given a one grade promotion his pay shall increase by 7 percent. When an employee is given a two grade promotion his pay may be increased in an amount not to exceed 10.5 percent. When an employee is given a three or more grade promotion his pay may be</p>

<p>amount not to exceed 14 percent. An employee shall not be paid below the minimum of the higher range.</p> <p>(c) Eligibilities gained but not received at the time of promotion may be given prospectively at any time within three years from the effective date of the promotion.</p> <p>(d) When an employee has been detailed with pay to a higher job and is promoted to that same job or a job at the same pay level or a higher pay level directly from the detail, his pay eligibility on promotion shall not be less than he received on detail.</p> <p>(e) Subject to the provisions of subsection (f) of this rule, when an employee is promoted from a job assigned to one pay schedule to a job with a higher range maximum in another pay schedule, his pay shall be adjusted as follows:</p> <ol style="list-style-type: none"> 1. If the maximum of the job to which he is being promoted is less than 14% above his current maximum, his pay shall be increased by 7%. 2. If the maximum of the job to which he is being promoted is at least 14% but less than 21% above his current maximum, his pay shall be increased at least by 7% but not to exceed 10.5%. 3. If the maximum of the job to which he is being promoted is equal to or greater than 21% above his current maximum, his pay shall be increased by at least 7% but not to exceed 14%. <p>(f) When an employee, whose rate of pay falls within the base supplement for his current position, promotes to a position which has no base supplement, his salary for purposes of pay calculation upon promotion shall be the range maximum of his current position for which the base supplement is authorized.</p>	<p>increased in an amount not to exceed 14 percent. An employee shall not be paid below the minimum of the higher range.</p> <p>(c) Eligibilities gained but not received at the time of promotion may be given prospectively at any time within three years from the effective date of the promotion.</p> <p>(d) When an employee has been detailed with pay to a higher job and is promoted to that same job or a job at the same pay level or a higher pay level directly from the detail, his pay eligibility on promotion shall not be less than he received on detail.</p> <p>(e) Subject to the provisions of subsection (f) (g) of this rule, when an employee is promoted from a job assigned to one pay schedule to a job with a higher range maximum in another pay schedule, his pay shall be adjusted as follows:</p> <ol style="list-style-type: none"> 1. If the maximum of the job to which he is being promoted is less than 14% above his current maximum, his pay shall be increased by 7%. 2. If the maximum of the job to which he is being promoted is at least 14% but less than 21% above his current maximum, his pay shall be increased at least by 7% but not to exceed 10.5%. 3. If the maximum of the job to which he is being promoted is equal to or greater than 21% above his current maximum, his pay shall be increased by at least 7% but not to exceed 14%. <p>(f) When an employee, whose rate of pay falls within the base supplement for his current position, promotes to a position which has no base supplement, his salary for purposes of pay calculation upon promotion shall be the range maximum of his current position for which the base supplement is authorized. <u>Repealed effective July 1, 2018</u></p> <p><u>(g) When an employee has taken a voluntary demotion without a reduction in pay, promotional pay shall be in accordance with 6.10(d).</u></p>
Rule 6.8 Pay Upon Reallocation	Rule 6.8 Pay Upon Reallocation

<p>When the Director changes the allocation of a position from one job to another by reallocation,</p> <p>(a) If the job to which the position is allocated is in a higher grade in the same schedule or is in a grade with a higher maximum in another schedule, the affected employee's pay shall be set in accordance with Rule 6.7.</p> <p>(b) Subject to the provisions of subsection (d) of this rule, if the job to which the position is allocated is in a lower grade in the same schedule or is in a grade with a lower maximum in another schedule, the affected employee's pay will not change, but shall be subject to provisions of Rule 6.15.</p> <p>(c) Subject to the provisions of subsection (d) of this rule, if the job to which the position is allocated is in the same grade in the same schedule or is in a grade with the same maximum in another schedule, the employee's pay shall not change.</p> <p>(d) If the position is reallocated in such a way that the current base supplement rate of pay authorized for the position is lost or reduced, the affected employee's pay shall be set no higher than his current salary and at the higher of the following:</p> <ol style="list-style-type: none"> 1. the range maximum (this is a red circle rate) of the position from which he is being reallocated, or 2. within the range maximum plus the base supplement (this is not a red circle rate) authorized for the position to which he is being reallocated. 	<p>When the Director changes the allocation of a position from one job to another by reallocation,</p> <p>(a) <u>Subject to Rule 6.10(d)</u>, if the job to which the position is allocated is in a higher grade in the same schedule or is in a grade with a higher maximum in another schedule, the affected employee's pay shall be set in accordance with Rule 6.7.</p> <p>(b) Subject to the provisions of subsection (d) of this rule, If the job to which the position is allocated is in a lower grade in the same schedule or is in a grade with a lower maximum in another schedule, the affected employee's pay will not change, but shall be subject to provisions of Rule 6.15.</p> <p>(c) Subject to the provisions of subsection (d) of this rule, If the job to which the position is allocated is in the same grade in the same schedule or is in a grade with the same maximum in another schedule, the employee's pay shall not change.</p> <p>(d) If the position is reallocated in such a way that the current base supplement rate of pay authorized for the position is lost or reduced, the affected employee's pay shall be set no higher than his current salary and at the higher of the following:</p> <ol style="list-style-type: none"> 1. the range maximum (this is a red circle rate) of the position from which he is being reallocated, or 2. within the range maximum plus the base supplement (this is not a red circle rate) authorized for the position to which he is being reallocated. <p><u>Repealed effective July 1, 2018</u></p>
<p>Rule 6.8.1 Pay Upon Job Correction or Grade Assignment</p>	<p>Rule 6.8.1 Pay Upon Job Correction or Grade Assignment</p>
<p>When the Director assigns a job to a different grade or changes the allocation of a position from one job to another by job correction,</p>	<p>When the Director assigns a job to a different grade or changes the allocation of a position from one job to another by job correction,</p>

<p>(a) If the job to which the position is job corrected is in a higher grade in the same pay schedule or is in a grade with a higher range maximum in another pay schedule, or if the job is assigned to a higher grade in the same pay schedule or to a grade with a higher range maximum in another schedule, the affected employee's pay shall not change. An employee shall not be paid below the minimum of the higher range.</p> <p>(b) Subject to the provisions of subsection (d) of this rule, if the job to which the position is job corrected is in a lower grade in the same pay schedule or is in a grade with a lower range maximum in another pay schedule, or if the job is assigned to a lower grade in the same pay schedule or to a grade with a lower range maximum in another schedule, the affected employee's pay shall not change, but shall be subject to provisions of Rule 6.15.</p> <p>(c) Subject to the provisions of subsection (d) of this rule, if the job to which the position is job corrected is in the same grade in the same pay schedule or is in a grade with the same range maximum in another pay schedule, or if the job is assigned to the same grade in the same pay schedule or to a grade with the same range maximum in another schedule, the affected employee's pay shall not change.</p> <p>(d) If the position is job corrected or if a job has a pay range change in such a way that the current base supplement rate of pay authorized for the position is lost or reduced, the affected employee's pay shall be set no higher than his current salary and at the higher of the following:</p> <ol style="list-style-type: none"> 1. the range maximum (this is a red circle rate) of the position from which he is being reallocated, or <p>within the range maximum plus the base supplement (this is not a red circle rate) authorized for the position to which he is being reallocated.</p>	<p>(a) If the job to which the position is job corrected is in a higher grade in the same pay schedule or is in a grade with a higher range maximum in another pay schedule, or if the job is assigned to a higher grade in the same pay schedule or to a grade with a higher range maximum in another schedule, the affected employee's pay shall not change. An employee shall not be paid below the minimum of the higher range.</p> <p>(b) Subject to the provisions of subsection (d) of this rule, If the job to which the position is job corrected is in a lower grade in the same pay schedule or is in a grade with a lower range maximum in another pay schedule, or if the job is assigned to a lower grade in the same pay schedule or to a grade with a lower range maximum in another schedule, the affected employee's pay shall not change, but shall be subject to provisions of Rule 6.15.</p> <p>(c) Subject to the provisions of subsection (d) of this rule, If the job to which the position is job corrected is in the same grade in the same pay schedule or is in a grade with the same range maximum in another pay schedule, or if the job is assigned to the same grade in the same pay schedule or to a grade with the same range maximum in another schedule, the affected employee's pay shall not change.</p> <p>(d) If the position is job corrected or if a job has a pay range change in such a way that the current base supplement rate of pay authorized for the position is lost or reduced, the affected employee's pay shall be set no higher than his current salary and at the higher of the following:</p> <ol style="list-style-type: none"> 1. the range maximum (this is a red circle rate) of the position from which he is being reallocated, or <p>within the range maximum plus the base supplement (this is not a red circle rate) authorized for the position to which he is being reallocated.</p> <p><u>Repealed effective July 1, 2018</u></p>
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Rule 6.8.2 Pay Upon Relocation	Rule 6.8.2 Pay Upon Relocation
<p>Pay may be reduced upon movement to lower jobs as a result of a layoff. Pay reductions shall be uniform in their percentage for all affected employees. If the uniform pay reduction results in an employee's rate of pay falling above the maximum of the pay range, the appointing authority may choose one of the following options for all employees similarly situated:</p> <ol style="list-style-type: none"> 1. The pay of affected employees may be reduced to the range maximum; or 2. The pay of affected employees may be set at the red-circle rate. 	<p>Pay may be reduced upon movement to lower jobs with a lower maximum as a result of a layoff. Pay reductions shall be uniform in their percentage for all affected employees. If the uniform pay reduction results in an employee's rate of pay falling above the maximum of the pay range, the appointing authority may choose one of the following options for all employees similarly situated:</p> <ol style="list-style-type: none"> 1. The pay of affected employees may be reduced to the range maximum; or 2. The pay of affected employees may be set at the red-circle rate.
Rule 6.9 Pay Upon Transfer or Reassignment	Rule 6.9 Pay Upon Transfer or Reassignment
<p>a) Subject to the provisions of Subsection (f) of this Rule, when a permanent or probationary employee is transferred without promotion or demotion, his pay shall not be reduced without his permission.</p> <p>(b) When a permanent employee is transferred with promotion following certification from a promotional or probational eligible list, or following noncompetitive promotion, Rule 6.7 shall apply.</p> <p>(c) When a permanent or probationary employee is transferred with demotion, Rule 6.10 shall apply.</p> <p>(d) Subject to the provisions of Subsection (f) of this Rule, when an employee is reassigned to another position, his rate of pay shall not be reduced without his permission.</p> <p>(e) When an employee is transferred, the department releasing the employee shall be liable for payment for any holidays and/or regular days off intervening between the last day actually worked in the department releasing the employee and the first day to be worked in the department acquiring the employee.</p>	<p>(a) Subject to the provisions of Subsection (f) of this Rule, When a permanent or probationary employee is transferred without promotion or demotion, his pay shall not be reduced without his permission.</p> <p>(b) When a permanent employee is transferred with promotion following certification from an a promotional or probational eligible list, or following noncompetitive promotion, Rule 6.7 shall apply.</p> <p>(c) When a permanent or probationary employee is transferred with demotion, Rule 6.10 shall apply.</p> <p>(d) Subject to the provisions of Subsection (f) of this Rule, wWhen an employee is reassigned to another position, his rate of pay shall not be reduced without his permission.</p> <p>(e) When an employee is transferred, the department releasing the employee shall be liable for payment for any holidays and/or regular days off intervening between the last day actually worked in the department releasing the employee and the first day to be worked in the department acquiring the employee.</p>

<p>(f) Notwithstanding the provisions of Subsections (a) and (d) of this Rule, if an employee is transferred without promotion, demotion, or change in duty station or is reassigned from a position with an authorized base supplement to a position for which a lower or no base supplement is authorized, the affected employee's current base supplement pay shall be reduced to the range maximum or to a rate within the new position's base supplement no higher than his current salary.</p>	<p>(f) Notwithstanding the provisions of Subsections (a) and (d) of this Rule, if an employee is transferred without promotion, demotion, or change in duty station or is reassigned from a position with an authorized base supplement to a position for which a lower or no base supplement is authorized, the affected employee's current base supplement pay shall be reduced to the range maximum or to a rate within the new position's base supplement no higher than his current salary. <u>Repealed effective July 1, 2018</u></p>
<p>Rule 6.10 Rate of Pay Upon Demotion</p>	<p>Rule 6.10 Rate of Pay Upon Demotion</p>
<p>Subject to the provisions of Civil Service Rule 6.15 and 5.6.1(e) and (f), when an employee is demoted for any reason under any circumstances, his pay shall be reduced as follows:</p> <p>(a) If the demotion is to a job within the same schedule or to a job in another schedule with a lower maximum his pay shall be reduced by a minimum of 7% and may be set at a lower rate in the range provided that it is no less than the minimum.</p> <p>(b) Repealed, effective September 9, 2003.</p> <p>(c) Repealed, effective September 9, 2003.</p> <p>(d) Subject to the provisions of Rule 6.29, an appointing authority may grant exceptions to this rule for voluntary demotions. Exceptions shall not be granted by the appointing authority in an arbitrary or fraudulent manner designed to increase an employee's rate of pay. An appointing authority may, as part of a formal written policy, waive a pay increase on promotion for an employee who has been demoted without a decrease in pay within a six-month period.</p>	<p>Subject to the provisions of Civil Service Rule 6.15 and 5.6.1(e) and (f), when an employee is demoted for any reason under any circumstances, his pay shall be reduced as follows:</p> <p>(a) If the demotion is to a job within the same schedule or to a job in another schedule with a lower maximum, his pay shall be reduced by a minimum of 7% and may be set at a lower rate in the range provided that it is no less than the minimum.</p> <p>(b) Repealed, effective September 9, 2003.</p> <p>(c) Repealed, effective September 9, 2003.</p> <p>(d) Subject to the provisions of Rule 6.29, an appointing authority may grant exceptions to this rule for voluntary demotions. Exceptions shall not be granted by the appointing authority in an arbitrary or fraudulent manner designed to increase an employee's rate of pay. An appointing authority may <u>shall</u> as part of a formal written policy, waive a pay increase on promotion, <u>reallocation, or detail to special duty</u> for an employee who has been demoted without a decrease <u>reduction</u> in pay <u>until such time the employee surpasses the pay level from which he demoted,</u> within a six-month period.</p>
<p>Rule 6.11 Rate of Pay on Detail to Special Duty</p>	<p>Rule 6.11 Rate of Pay on Detail to Special Duty</p>
<p>When an employee is detailed to special duty, his pay shall not be reduced; if the position is</p>	<p>When an employee is detailed to special duty, his pay shall not be reduced; if the position is</p>

<p>allocated to a job which is assigned to a higher grade, his pay shall be increased to the rate he could receive upon promotion to such position, provided:</p> <p>(a) Any such temporary increase granted him shall not affect his eligibility for pay increases which he would have acquired in his regular position had he not been detailed.</p> <p>(b) At the conclusion of the detail, his pay shall revert to his authorized rate of pay in his regular position.</p>	<p>allocated to a job which is assigned to a higher grade, his pay, <u>subject to the provisions of subsection (c),</u> shall be increased to the rate he could receive upon promotion to such position, provided:</p> <p>(a) Any such temporary increase granted him shall not affect his eligibility for pay increases which he would have acquired in his regular position had he not been detailed.</p> <p>(b) At the conclusion of the detail, his pay shall revert to his authorized rate of pay in his regular position.</p> <p><u>(c) When an employee has taken a voluntary demotion without a reduction in pay, promotional pay shall be in accordance with 6.10(d).</u></p>
<p>Rule 6.14 Performance Adjustments</p>	<p>Rule 6.14 Performance Adjustments</p>
<p>6.14 Performance Adjustments</p> <p>(a) An employee who is in active status as of June 30 of the performance evaluation year, except for those serving as classified When Actually Employed (WAE) employees, becomes eligible for and may be granted a performance adjustment, provided that the appointing authority has determined his performance merits such an adjustment.</p> <p>(b) Repeal effective July 1, 2012.</p> <p>(c) The amount of each performance adjustment shall be 4 percent of the employee's individual pay rate.</p> <p>(d) Repeal effective July 1, 2012.</p> <p>(e) All increases herein authorized are subject to the requirement that no employee's pay shall exceed the maximum rate of pay established for the job, or the highest rate within the base supplement authorized for the position occupied.</p> <p>(f) An employee's eligibility for the increases authorized in Subsection (a) shall not be</p>	<p>(a) An employee who is in active status as of June 30 of the performance evaluation year, except for those serving as classified When Actually Employed (WAE) employees, becomes eligible for and may be granted a performance adjustment, provided that the appointing authority has determined his performance merits such an adjustment.</p> <p>(b) Repeal effective July 1, 2012.</p> <p>(c) The amount of each performance adjustment shall be 4 percent of the employee's individual pay rate.</p> <p>(d) Repeal effective July 1, 2012.</p> <p>(e) All increases herein authorized are subject to the requirement that no employee's pay shall exceed the maximum rate of pay established for the job, or the highest rate within the base supplement authorized for the position occupied.</p> <p>(f) An employee's eligibility for the increases authorized in Subsection (a) shall not be interrupted by time served in the military</p>

<p>interrupted by time served in the military service if he is reemployed under the provisions of Rule 23.15.</p> <p>(g) Repeal effective July 1, 2012.</p> <p>(h) Any adjustment or increase which an employee receives under the provisions of other rules, unless otherwise indicated, shall not affect such employee's eligibility to receive increases authorized under this rule.</p> <p>(i) An employee who has a current official overall Performance Evaluation of "Needs Improvement/Unsuccessful" or equivalent shall not be eligible for any increase under the provisions of this rule.</p> <p>(j) Repeal effective July 1, 2012.</p> <p>(k) An employee on detail to a position in a higher grade may be eligible for a performance adjustment in the higher job calculated on his individual pay rate in the higher job.</p>	<p>service if he is reemployed under the provisions of Rule 23.15.</p> <p>(g) Repeal effective July 1, 2012.</p> <p>(h) Any adjustment or increase which an employee receives under the provisions of other rules, unless otherwise indicated, shall not affect such employee's eligibility to receive increases authorized under this rule.</p> <p>(i) An employee who has a current official overall Performance Evaluation of "Needs Improvement/Unsuccessful" or equivalent shall not be eligible for any increase under the provisions of this rule.</p> <p>(j) Repeal effective July 1, 2012.</p> <p>(k) An employee on detail to a position in a higher grade may be eligible for a performance adjustment in the higher job calculated on his individual pay rate in the higher job.</p> <p><u>Repealed effective July 1, 2018</u></p>
<p>Rule 6.15 Red Circle Rates</p> <p>Rates that fall within the range or within the base supplement authorized for a position become the employee's authorized individual pay rate. Excluding those that fall within the base supplement authorized for a position, individual pay rates that fall above the maximum established for the grade become red circle rates; or, under the conditions outlined below in subsection (d) of this rule, individual pay rates that fall above the base supplement authorized for a position become red circle rates. Such red circle rates remain in effect until the range or range plus authorized base supplement for a position catches up with the rate; however, eligibility for a red circle rate is lost upon separation from state service, or demotion. Individuals whose salary rates are red circled shall not be eligible for any other pay adjustments provided for in the rules. Red circle rates are assigned under the conditions as outlined below:</p>	<p>Rule 6.15 Red Circle Rates</p> <p>Rates that fall within the range or within the base supplement authorized for a position become the employee's authorized individual pay rate. Excluding those that fall within the base supplement authorized for a position, Individual pay rates that fall above the maximum established for the grade become red circle rates. ; or, under the conditions outlined below in subsection (d) of this rule, individual pay rates that fall above the base supplement authorized for a position become red circle rates. Such red circle rates remain in effect until the range or range plus authorized base supplement for a position catches up with the rate <u>or as provided for in subsection (d):</u> however, eligibility for a red circle rate is lost upon separation from state service, or demotion. Individuals whose salary rates are red circled shall not be eligible for any other pay adjustments provided for in the rules. Red</p>

<p>(a) When the job to which a position is allocated is assigned to a lower grade.</p> <p>(b) Except as provided in Rule 6.8(d), when a position is reallocated to a job assigned to a lower pay grade.</p> <p>(c) When an adjustment (this does not include base supplement) to the pay structure has the effect of lowering the range minimum and maximum for the grade to which a job is assigned.</p> <p>(d) When positions are declared to be in the classified service and the employee's current rate of pay falls above the maximum of the range for the grade of the job into which the position(s) are allocated, or above the range plus base supplement authorized for the position allocated. A red circle rate given as a result of an acquisition of a position under Civil Service Rule 24.2 shall be treated in the following manner:</p> <ol style="list-style-type: none"> 1. After two years, should the red circle rate of pay exceed the maximum rate of pay of the job to which the position is allocated by over twenty-eight percent, the red circle rate shall be reduced to a figure not more than twenty eight percent above the aforementioned maximum or to the maximum of the base supplement, whichever is higher. 2. A red circle rate reduced under (d) 1 above may not be reinstated under subsection (g) below. <p>(e) When the employee's pay exceeds the maximum of an approved market grade.</p> <p>(f) Repealed effective April 2, 2014.</p> <p>(g) An appointing authority may request authority from the Commission to reinstate red circle rates (except those specified in subsection (d) above) awarded for two years which have expired when the employee's pay continues to be lower than the previously</p>	<p>circle rates are assigned under the conditions as outlined below:</p> <p>(a) When the job to which a position is allocated is assigned to a lower grade.</p> <p>(b) Except as provided in Rule 6.8(d), When a position is reallocated to a job assigned to a lower pay grade.</p> <p>(c) When an adjustment (this does not include base supplement) to the pay structure has the effect of lowering the range minimum and maximum for the grade to which a job is assigned.</p> <p>(d) When positions are declared to be in the classified service and the employee's current rate of pay falls above the maximum of the range for the grade of the job into which the position(s) are allocated. or above the range plus base supplement authorized for the position allocated. A red circle rate given as a result of an acquisition of a position under Civil Service Rule 24.2 shall be treated in the following manner:</p> <ol style="list-style-type: none"> 1. After two years, should the red circle rate of pay exceed the maximum rate of pay of the job to which the position is allocated by over twenty-eight percent, the red circle rate shall be reduced to a figure not more than twenty eight percent above the aforementioned maximum or to the maximum of the base supplement, whichever is higher. 2. A red circle rate reduced under (d) 1 above may not be reinstated under subsection (g) below. <p>(e) When the employee's pay exceeds the maximum of an approved market grade.</p> <p>(f) Repealed effective April 2, 2014.</p> <p>(g) An appointing authority may request authority from the Commission to reinstate red circle rates (except those specified in</p>
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<p>authorized red circle rate. Any approval granted shall be prospective from the date of Commission action. Eligibility for reinstatement is lost upon separation from state service or demotion.</p> <p>(h) Red circle rates in effect on June 8, 1994, the effective date of the amendment to this rule providing for a continuing red circle rate, shall be extended in accordance with the provisions of this rule.</p>	<p>subsection (d) above) awarded for two years which have expired when the employee's pay continues to be lower than the previously authorized red circle rate. Any approval granted shall be prospective from the date of Commission action. Eligibility for reinstatement is lost upon separation from state service or demotion.</p> <p>(h) Red circle rates in effect on June 8, 1994, the effective date of the amendment to this rule providing for a continuing red circle rate, shall be extended in accordance with the provisions of this rule.</p>
Rule 6.16 Special Pay Provisions	Rule 6.16 Special Pay Provisions
<p>Under conditions described below, the Commission may authorize special pay considerations, beyond those already prescribed in these rules.</p> <p>(a) Premium Pay</p> <p>In order to remain competitive with the pay practices of market competitors, the Commission may authorize special pay for positions in a job where employment conditions are unusual. Additional pay may be authorized for an employee who performs extraordinary duty that is not an integral part of his regularly assigned duties. Such additional pay shall not be considered as part of the employee's base pay.</p> <p>(b) Repealed, effective January 1, 2000.</p> <p>(c) Individual Pay Adjustment.</p> <p>When an appointing authority requests and can present adequate justification with documentation before the Commission in public hearing, the Commission may grant special adjustments in pay for individual employees. Such adjustments shall be granted only within the pay range for the grade to which the employee's position is allocated, or</p>	<p>Under conditions described below, the Commission may authorize special pay considerations, beyond those already prescribed in these rules.</p> <p>(a) Premium Pay</p> <p>In order to remain competitive with the pay practices of market competitors, the Commission may authorize special pay for positions in a job where employment conditions are unusual. Additional pay may be authorized for an employee who performs extraordinary duty that is not an integral part of his regularly assigned duties. Such additional pay shall not be considered as part of the employee's base pay.</p> <p>(b) Repealed, effective January 1, 2000.</p> <p>(c) Individual Pay Adjustment.</p> <p>When an appointing authority requests and can present adequate justification with documentation before the Commission in public hearing, the Commission may grant special adjustments in pay for individual employees. Such adjustments shall be granted only within the pay range for the grade to which the employee's position is allocated, or</p>

<p>at a rate within the base supplement approved for his position in accordance with the provisions of Rule 6.16(f).</p> <p>(d) An appointing authority may, after presenting justifiable reasons in writing to the Commission, and with the Commission's approval, pay an incentive award at any time that the justifications have been shown.</p> <p>(e) The special pay rates authorized by this Rule shall not be effective until after approval by the Commission at a public hearing.</p> <p>(f) Rate of Pay Upon Approval of Base Supplement.</p> <p>When market and employment conditions require additional pay above the range maximum in order to maintain competent and experienced staff, the Commission, upon request from the appointing authority, may authorize that employees occupying positions in selected job titles, geographic areas, organizations or other limiting factors deemed appropriate by the Commission, receive a base supplement. Any Commission-approved base supplement must also be approved by the Governor before it can become effective. Authority for such pay may be adjusted or rescinded by the Commission, with the approval of the Governor, should market and employment conditions change. When authorized, this base supplement shall be treated as a part of base pay and must be reported as such.</p> <p>(1) Upon reaching the range maximum, the salary of an employee whose position has been authorized base supplement may receive additional pay based on other provisions of these rules up to the highest rate within the base supplement and in accordance with any special provisions and conditions specified by the Commission.</p> <p>(2) An employee who occupies a position at the time its base supplement authority is rescinded or adjusted downward by the Commission</p>	<p>at a rate within the base supplement approved for his position in accordance with the provisions of Rule 6.16(f).</p> <p>(d) <u>Incentive Awards</u></p> <p>An appointing authority may, after presenting justifiable reasons in writing to the Commission, and with the Commission's approval, pay an incentive award at any time that the justifications have been shown.</p> <p>(e) The special pay rates authorized by this Rule shall not be effective until after approval by the Commission at a public hearing.</p> <p>(f) Rate of Pay Upon Approval of Base Supplement.</p> <p>When market and employment conditions require additional pay above the range maximum in order to maintain competent and experienced staff, the Commission, upon request from the appointing authority, may authorize that employees occupying positions in selected job titles, geographic areas, organizations or other limiting factors deemed appropriate by the Commission, receive a base supplement. Any Commission-approved base supplement must also be approved by the Governor before it can become effective. Authority for such pay may be adjusted or rescinded by the Commission, with the approval of the Governor, should market and employment conditions change. When authorized, this base supplement shall be treated as a part of base pay and must be reported as such.</p> <p>(1) Upon reaching the range maximum, the salary of an employee whose position has been authorized base supplement may receive additional pay based on other provisions of these rules up to the highest rate within the base supplement and in accordance with any special provisions and conditions specified by the Commission.</p>
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<p>shall have his salary set in accordance with the provisions and conditions specified by the Commission.</p> <p>(3) An employee who occupies a position at the time its base supplement authority is moved upward shall have his salary remain the same, unless he retains eligibility for other adjustments authorized under other provisions of the Rules and unless the salary is set in accordance with any special provisions and conditions specified by the Commission.</p> <p>(g) Pay for Employees at Range Maximum</p> <p>Subject to the provisions of Rule 6.29, in order to reward those employees who have achieved at least 12 years of continuous State service and have reached the maximum of their pay range or the maximum plus maximum base supplement, have continued to exhibit satisfactory performance for a period of at least three years after reaching the maximum or maximum plus maximum base supplement, and who have been at the same maximum or maximum plus maximum base supplement pay rate for a period of three years, an appointing authority may, at his own discretion, grant a lump sum payment of up to 4% of the employee's base salary. Employees may not receive such an increase more frequently than every three years. Employees who are red circled shall not be eligible for a lump sum payment. Eligibilities gained but not received at the time of initial eligibility may be given prospectively at any time within three years of the initial eligibility.</p> <p>(h) Payment for Attainment of Advanced Degree</p> <p>An appointing authority may approve a base pay increase of up to 10% for a permanent employee who attains a job related Master's Degree, Ph.D., or their equivalent from an accredited college or university while employed at the Department, provided that a Department policy has been approved by the Civil Service Commission and the employee</p>	<p>(2) An employee who occupies a position at the time its base supplement authority is rescinded or adjusted downward by the Commission shall have his salary set in accordance with the provisions and conditions specified by the Commission.</p> <p>(3) An employee who occupies a position at the time its base supplement authority is moved upward shall have his salary remain the same, unless he retains eligibility for other adjustments authorized under other provisions of the Rules and unless the salary is set in accordance with any special provisions and conditions specified by the Commission.</p> <p><u>Repealed effective July 1, 2018</u></p> <p>(g) Pay for Employees at Range Maximum</p> <p>Subject to the provisions of Rule 6.29, in order to reward those employees who have achieved at least 12 years of continuous State service and have reached the maximum of their pay range or the maximum plus maximum base supplement, have continued to exhibit satisfactory successful performance for a period of at least three years after reaching the maximum or maximum plus maximum base supplement, and who have been at the same maximum or maximum plus maximum base supplement pay rate for a period of three years, an appointing authority may, at his own discretion, grant a lump sum payment of up to 4% of the employee's base salary. Employees may not receive such an increase more frequently than every three years. Employees who are red circled shall not be eligible for a lump sum payment. Eligibilities gained but not received at the time of initial eligibility may be given prospectively at any time within three years of the initial eligibility.</p> <p><u>Repealed effective July 1, 2018</u></p> <p>(h) Payment for Attainment of Advanced Degree</p>
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was not previously rewarded for attainment of the degree under another rule.	An appointing authority may approve a base pay increase of up to 10% for a permanent employee who attains a job related Master's Degree, Ph.D., or their equivalent from an accredited college or university while employed at the Department, provided that a Department policy has been approved by the Civil Service Commission and the employee was not previously rewarded for attainment of the degree under another rule.
Rule 6.16.1 Rewards and Recognition	Rule 6.16.1 Rewards and Recognition
Subject to the provisions of Rule 6.29, an appointing authority may, at his discretion, implement a program of rewards and recognition for individual employees or for employee groups for significant achievement. Such rewards may be either monetary or non-monetary. If monetary, such rewards shall not exceed a total of 10% of the employees base salary within a fiscal year. Monetary rewards shall not be a part of the employee's base pay, but rather shall be a lump sum reward. Such reward and recognition programs shall be implemented in accordance with written policies and procedures established by each department. Such policies must receive advance approval from the Civil Service Commission and shall be posted in a manner that assures their availability to all employees. Such policies shall also include the public posting of all reward recipients.	Subject to the provisions of Rule 6.29, an appointing authority may, at his discretion, implement a program of rewards and recognition for individual employees or for employee groups for significant achievement <u>or employees who receive exceptional performance evaluations.</u> Such rewards may be either monetary or non-monetary. If monetary, such rewards shall <u>be a lump sum</u> not <u>to</u> exceed a total of 10% of the employee's base salary within a fiscal year. <u>However, rewards for employees who receive exceptional performance evaluations shall be limited to a lump sum of up to 3% of the employee's base pay, not to exceed \$2,500.</u> Monetary rewards shall not be a part of the employee's base pay, but rather shall be a lump sum reward. Such reward and recognition programs shall be implemented in accordance with written policies and procedures established by each department. Such policies must receive advance approval from the Civil Service Commission and shall be posted in a manner that assures their availability to all employees. Such policies shall also include the public posting of all reward recipients.
Rule 6.16.2 Optional Pay Adjustments	Rule 6.16.2 Optional Pay Adjustments
Subject to the provisions of Rule 6.29, an appointing authority may, at his own discretion, grant individual pay adjustments to permanent employees for the following reasons:	Subject to the provisions of Rule 6.29, an appointing authority may, at his own discretion, grant <u>optional</u> individual pay adjustments to permanent employees for the following reasons:

<p>(a) Matching a Job Offer</p> <p>To provide for the retention of an employee whose loss would be detrimental to the State service, an appointing authority may grant an employee up to a 10% base pay or lump sum to match a verified, non-State job offer or unclassified job offer in a different state department. An appointing authority may ask the Commission to authorize an increase greater than 10%.</p> <p>(b) Compression Pay</p> <p>An appointing authority may grant an employee a pay increase of up to 10% of the employee's base pay to reduce compression, realign pay between comparable employees, or alleviate supervisor/subordinate pay inversions caused by job and pay plan changes.</p> <p>(c) Additional Duties</p> <p>To compensate employees for performing additional duties, an appointing authority may grant an employee a base pay increase or lump sum payment of up to 10%. Employees at the maximum of the pay range may only receive a lump sum adjustment. An employee may not receive more than 15% base pay increases within three consecutive years.</p> <p>(d) Recruitment</p> <p>May grant an employee a pay increase of up to 10% of the employee's base pay to recruit employees into positions for which recruiting is difficult.</p> <p>Such optional pay adjustments shall be implemented in accordance with written policies and procedures established by each department. Such increases shall not exceed 10% in a fiscal year for an individual employee and shall not duplicate a payment received pursuant to any other Rule. Such polices must receive advance approval from the Civil Service Commission and shall be posted in a manner that assures their availability to all employees.</p>	<p>(a) Matching a Job Offer</p> <p>To provide for the retention of an employee whose loss would be detrimental to the State service, an appointing authority may grant an employee up to a 10% base pay or lump sum <u>increase</u> to match a verified, non-State job offer or unclassified job offer in a different state department. An appointing authority may ask the Commission to authorize an increase greater than 10%.</p> <p>(b) Compression Pay</p> <p><u>To reduce compression,</u> an appointing authority may grant an employee up to a 10% base pay or lump sum <u>increase</u> an appointing authority may grant an employee a pay increase of up to 10% of the employee's base pay to reduce compression, realign pay between comparable employees, or alleviate supervisor/subordinate pay inversions caused by job and pay plan changes.</p> <p>(c) Additional Duties</p> <p>To compensate employees for performing additional duties, an appointing authority may grant an employee a base pay increase or lump sum payment of up to 10% <u>5% of the employee's base pay.</u> Employees at the maximum of the pay range may only receive a lump sum adjustment. An employee may not receive more than 15% <u>10%</u> base pay increases within three consecutive years.</p> <p>(d) Recruitment</p> <p><u>To recruit employees into positions for which recruiting is difficult, an appointing authority</u> may grant an employee up to a 10% base pay or lump sum <u>increase,</u> may grant an employee a pay increase of up to 10% of the employee's base pay to recruit employees into positions for which recruiting is difficult.</p> <p>Such optional pay adjustments <u>payments</u> shall be implemented in accordance with written policies and procedures established by each</p>
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<p>Such policies shall also include a public posting of all recipients.</p>	<p>department. Such increases shall not exceed 10% in a fiscal year for an individual employee and shall not duplicate a payment received pursuant to any other Rule. Such policies must receive advance approval from the Civil Service Commission. <u>All policies must be implemented in accordance with policy standards set forth by the Civil Service Director.</u> and <u>Policies</u> shall be posted in a manner that assures their availability to all employees. Such policies shall also include a public posting of all recipients.</p>
<p>6.16.3 Exceptional Performance and Gainsharing</p>	<p>6.16.3 Exceptional Performance and Gainsharing</p>
<p>This rule establishes an incentive program designed to encourage increased efficiency and better performance in governmental operations. Subject to the provisions of Rule 6.29, and after obtaining a reward of monies from the incentive fund as established in the Louisiana Government Performance and Accountability Act, an appointing authority may implement an exceptional performance or gainsharing incentive reward program which provides for supplemental compensation to identify classified employees or classified employee groups responsible for efficiencies or exceptional performance. Where the agency is not covered by the Louisiana Government Performance and Accountability Act, the appointing authority shall obtain certification of efficiencies or exceptional performance as required by the Director of the Department of Civil Service. Employees must have been employed by the agency, program, or activity during the period when the efficiencies or the exceptional performance occurred and at the time the reward is distributed. Monetary rewards shall not be part of the classified employee's base pay, but rather shall be a lump sum reward not to exceed 20% of their annual base salary. Such reward shall not be considered in the determination of retirement benefits. Each appointing authority's supplemental compensation plan must be approved by the Civil Service Commission prior to distribution of the monies. The plans shall be posted in a manner that assures their</p>	<p>This rule establishes an incentive program designed to encourage increased efficiency and better performance in governmental operations. Subject to the provisions of Rule 6.29, and after obtaining a reward of monies from the incentive fund as established in the Louisiana Government Performance and Accountability Act, an appointing authority may implement an exceptional performance or gainsharing incentive reward program which provides for supplemental compensation to identify classified employees or classified employee groups responsible for efficiencies or exceptional performance. Where the agency is not covered by the Louisiana Government Performance and Accountability Act, the appointing authority shall obtain certification of efficiencies or exceptional performance as required by the Director of the Department of Civil Service. Employees must have been employed by the agency, program, or activity during the period when the efficiencies or the exceptional performance occurred and at the time the reward is distributed. Monetary rewards shall not be part of the classified employee's base pay, but rather shall be a lump sum reward not to exceed 20% of their annual base salary. Such reward shall not be considered in the determination of retirement benefits. Each appointing authority's supplemental compensation plan must be approved by the Civil Service Commission prior to distribution of the monies. The plans shall be posted in a manner that assures their</p>

availability to all employees. Such public posting shall identify the reward recipients and the amount received by each recipient.	availability to all employees. Such public posting shall identify the reward recipients and the amount received by each recipient.
	<u>Repealed effective July 1, 2018</u>
Rule 6.17 Pay on Entering the Classified Service Under the Provisions of Rule 24.2	Rule 6.17 Pay on Entering the Classified Service Under the Provisions of Rule 24.2
An employee who enters the classified service under the provisions of Rule 24.2 because his position has been declared to be in the classified service shall have his pay established as follows:	An employee who enters the classified service under the provisions of Rule 24.2 because his position has been declared to be in the classified service shall have his pay established as follows:
(a) If the employee's rate of pay falls within the range, or within the range plus the authorized base supplement for the position allocated, his rate of pay shall remain the same.	(a) If the employee's rate of pay falls within the range, or within the range plus the authorized base supplement for the position allocated, his rate of pay shall remain the same.
(b) If the employee's current rate of pay is below the range minimum, it shall be brought to the range minimum or interim minimum if such is in effect at the time.	(b) If the employee's current rate of pay is below the range minimum, it shall be brought to the range minimum or interim minimum if such is in effect at the time.
(c) If the employee's current rate of pay is above the range maximum or above the range maximum plus the base supplement authorized for the position allocated, Rule 6.15 shall apply.	(c) If the employee's current rate of pay is above the range maximum or above the range maximum plus the base supplement authorized for the position allocated, Rule 6.15 shall apply.
Rule 6.30 Pay adjustment if within \$20 of range maximum or highest rate within the base supplement	Rule 6.30 Pay adjustment if within \$20 of range maximum or highest rate within the base supplement
In order to avoid excessive administrative costs, an appointing authority may adjust an employee's salary to the monthly range maximum or highest rate within the base supplement authorized for a position when any personnel transaction results in a salary increase which is within \$20 of that monthly range maximum or highest rate within the base supplement.	In order to avoid excessive administrative costs, an appointing authority may adjust an employee's salary to the monthly range maximum or highest rate within the base supplement authorized for a position when any personnel transaction results in a salary increase which is within \$20 of that monthly range maximum or highest rate within the base supplement.
	<u>Repealed effective July 1, 2018</u>
Rule 6.31 Pay for Employees Appointed at Range Minimum	Rule 6.31 Pay for Employees Appointed at Range Minimum

<p>An appointing authority may grant a 2% base pay increase to an employee appointed at the minimum of the pay range after that employee has served at least six months. When an appointing authority elects to grant such pay adjustments, they must be granted in a uniform manner to all employees in the same job title who are hired at the minimum of the range. Such pay adjustments may only be granted within twelve months of the effective date of the appointment.</p>	<p>An appointing authority may grant a 2% base pay increase to an employee appointed at the minimum of the pay range after that employee has served at least six months. When an appointing authority elects to grant such pay adjustments, they must be granted in a uniform manner to all employees in the same job title who are hired at the minimum of the range. Such pay adjustments may only be granted within twelve months of the effective date of the appointment.</p> <p><u>Repealed effective July 1, 2018</u></p>
	<p><u>Rule 6.32 Market Adjustments</u></p> <p><u>(a) To maintain market competitiveness, employees in active status six months prior to the disbursement date, except for those serving as classified When Actually Employed (WAE) employees, shall be granted a market adjustment.</u></p> <p><u>(b) The amount of base pay adjustment shall be as follows:</u></p> <ol style="list-style-type: none"> <u>1. If the employee's hourly rate of pay is fixed at a point from the minimum up to the 1st quartile of his pay range, his pay shall be increased by 4%.</u> <u>2. If the employee's hourly rate of pay is fixed at a point above the 1st quartile up to the midpoint of his pay range, his pay shall be increased by 3%.</u> <u>3. If the employee's hourly rate of pay is fixed at a point above the midpoint up to the 3rd quartile of his pay range, his pay shall be increased by 2%.</u> <u>4. If the employee's hourly rate of pay is fixed at a point above the 3rd quartile up to the maximum of his pay range, his pay shall be increased by 1%.</u>

	<p><u>(c) All increases herein authorized are subject to the requirement that no employee's pay shall exceed the maximum rate of pay established for the job.</u></p> <p><u>(d) Any adjustment or increase which an employee receives under the provisions of other rules, unless otherwise indicated, shall not affect such employee's ability to receive increases authorized under this rule.</u></p> <p><u>(e) An employee who has a current official overall Performance Evaluation of "Needs Improvement/Unsuccessful" or equivalent shall not be granted any increase under the provisions of this rule.</u></p> <p><u>(f) For all employees on detail to special duty, the market adjustment shall be calculated based upon the authorized rate of pay in his regular position. The employee's rate of pay while on detail shall be recalculated based on his new rate of pay in his regular position.</u></p> <p><u>An appointing authority may, for rational business reasons, request an exception to this rule from the Commission.</u></p>
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Exhibit C – Suspension of Performance Adjustment Rule to be effective June 29, 2017

Chapter 6	
Current Rule	Proposed Rule
Rule 6.14.2 Suspension of Performance Adjustments	Rule 6.14.2 Suspension of Performance Adjustments
All provisions of the Performance Adjustment Rule shall be suspended for the period of June 29, 2016 through June 29, 2017. During this period of suspension, no appointing authority may grant a performance adjustment to any employee nor may any employee gain eligibility for a performance adjustment.	<p>All provisions of the Performance Adjustment Rule shall be suspended for the period of June 29, 2016 through June 29, 2017. During this period of suspension, no appointing authority may grant a performance adjustment to any employee nor may any employee gain eligibility for a performance adjustment.</p> <p><u>Repealed effective June 29, 2017</u></p>
	<u>Rule 6.14.3 Suspension of Performance Adjustments</u>
	<u>All provisions of the Performance Adjustment Rule shall be suspended for the period of June 29, 2017 through June 30, 2018. During this period of suspension, no employee may gain eligibility for a performance adjustment.</u>

Exhibit D – Amendments to Chapter 19 to be effective January 1, 2018

Chapter 19	
Current Rule	Proposed Rule
Rule 19.1 Purpose and Scope <p>These rules are interim rules for the purpose of effecting transition from the old Wage Grade (WG) and Grade Scale (GS) pay structure to a new pay structure. This Chapter temporarily supersedes all other rules that are now in conflict.</p>	Rule 19.1 Purpose and Scope <p>These rules are interim rules for the purpose of effecting transition from the old Wage Grade (WG) and Grade Scale (GS) <u>current</u> pay structure to a new pay structure. This chapter temporarily supersedes all other rules that are now in conflict. <u>This transition chapter will begin on January 1, 2018 and expire on June 30, 2018.</u></p>
Rule 19.2 Rates in the Pay Plan <p>(a) The pay range for each job shall consist of an interim minimum, minimum and maximum.</p> <p>(b) Employees may be paid at rates below the interim minimum under provisions of Subsection 19.7 of this Rule.</p> <p>(c) The interim minimum is a reduced minimum rate established 9.5% below the appropriate minimum for purposes of implementation only.</p>	Rule 19.2 <u>Pay upon movement to the new pay structure</u> <p>(a) The pay range for each job shall consist of an interim minimum, minimum and maximum.</p> <p>(b) Employees may be paid at rates below the interim minimum under provisions of Subsection 19.7 of this Rule.</p> <p>(c) The interim minimum is a reduced minimum rate established 9.5% below the appropriate minimum for purposes of implementation only.</p> <p>a) <u>Upon the effective date of the new pay structure, if the employee's individual rate of pay falls below the new minimum of his pay range, his pay shall be immediately adjusted to the new minimum;</u></p> <p>b) <u>If the employee's individual rate of pay falls within his pay range, his pay shall not change.</u></p> <p>c) <u>If the employee's individual rate of pay falls above the new range maximum, his pay shall be red circled.</u></p>
19.3 Pay Upon Movement of Jobs to New Structure Grades <p>(a) If the employee's individual pay rate falls within the range of the new grade, his pay will not change.</p>	Rule 19.3 <u>Hiring Rate</u> <p>(a) If the employee's individual pay rate falls within the range of the new grade, his pay will not change.</p>

<p>(b) Subject to the provisions of Rule 19.3(e), if the employee's individual pay rate falls above the new range maximum, his pay shall be red circled. Individual pay rates that fall above the maximum established for the grade become Red Circle Rates and remain in effect until the range catches up with the rates. Individuals whose salary rates are red circled shall not be eligible for any other pay adjustments.</p> <p>(c) If the employee's individual pay rate falls below the interim minimum for the new range, his pay shall be established in accordance with either 1, 2 or 3 below.</p> <ol style="list-style-type: none"> 1. In accordance with Section 19.7 of these Rules; or 2. Shall be immediately adjusted to the interim minimum. 3. Shall be immediately adjusted to the minimum. <p>(d) In the event that funding is available, the provisions of Rule 19.2 will be suspended in favor of establishing the recommended range minimum in lieu of interim minimums and provisions of Rule 19.3(c) shall apply.</p> <p>The Commission shall stipulate which option is to be applied. Whichever option is selected will be applied uniformly to all affected employees.</p> <p>(e) If the employee's individual pay rate falls above the new range maximum as a direct result of the implementation of the new pay plan and not as a result of the existence of a prior Red Circle Rate, his pay shall be red circled until the range catches up with the rate. An individual whose salary rate is red circled shall not be eligible for any other further adjustment to his base pay.</p> <p>Special pay for hazardous duty, shift differential, etc. may be granted to individuals where appropriate and in accordance with these Rules regardless of red circle status.</p> <p>(f) An appointing authority may request that the Director grant an exception to Rule 19.3(e).</p>	<p>(b) Subject to the provisions of Rule 19.3(e), if the employee's individual pay rate falls above the new range maximum, his pay shall be red circled. Individual pay rates that fall above the maximum established for the grade become Red Circle Rates and remain in effect until the range catches up with the rates. Individuals whose salary rates are red circled shall not be eligible for any other pay adjustments.</p> <p>(c) If the employee's individual pay rate falls below the interim minimum for the new range, his pay shall be established in accordance with either 1, 2 or 3 below.</p> <ol style="list-style-type: none"> 4. In accordance with Section 19.7 of these Rules; or 5. Shall be immediately adjusted to the interim minimum. 6. Shall be immediately adjusted to the minimum. <p>(d) In the event that funding is available, the provisions of Rule 19.2 will be suspended in favor of establishing the recommended range minimum in lieu of interim minimums and provisions of Rule 19.3(c) shall apply.</p> <p>The Commission shall stipulate which option is to be applied. Whichever option is selected will be applied uniformly to all affected employees.</p> <p>(e) If the employee's individual pay rate falls above the new range maximum as a direct result of the implementation of the new pay plan and not as a result of the existence of a prior Red Circle Rate, his pay shall be red circled until the range catches up with the rate. An individual whose salary rate is red circled shall not be eligible for any other further adjustment to his base pay.</p> <p>Special pay for hazardous duty, shift differential, etc. may be granted to individuals where appropriate and in accordance with these Rules regardless of red circle status.</p> <p>(f) An appointing authority may request that the Director grant an exception to Rule 19.3(e).</p>
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	<p><u>Pay upon employment shall be established in accordance with Chapter 6 of these rules except:</u></p> <ul style="list-style-type: none"> a) <u>An appointing authority's discretion to hire under rule 6.5(g) is limited to a rate that does not exceed the midpoint of the pay range.</u> b) <u>All special entrance rates in effect are cancelled with the implementation of the new pay structures. In order to reestablish special entrance rates above the minimum, the agencies must make their requests in accordance with policies established by the Director.</u> c) <u>Requests for exceptions to these rules must be approved by the Commission.</u>
Rule 19.4 Hiring Rate	Rule 19.4 <u>Transition Problem Resolution</u>
<p>(a) Pay upon employment shall be at the established interim minimum under the following constraints:</p> <ul style="list-style-type: none"> 1. If the appointing authority has employees in the same job title of the position being filled whose rate of pay is below the interim minimum, those employees' pay must be adjusted to the interim minimum as of the date of the appointment. 2. No appointments will be approved unless the official forms affecting the pay adjustment action have been submitted. <p>(b) All special entrance rates in effect are cancelled with the implementation of the new structure.</p> <ul style="list-style-type: none"> 1. In order to reestablish special entrance rates above the interim minimum, the agency must make 	<p>(a) Pay upon employment shall be at the established interim minimum under the following constraints:</p> <ul style="list-style-type: none"> 3. If the appointing authority has employees in the same job title of the position being filled whose rate of pay is below the interim minimum, those employees' pay must be adjusted to the interim minimum as of the date of the appointment. 4. No appointments will be approved unless the official forms affecting the pay adjustment action have been submitted. <p>(b) All special entrance rates in effect are cancelled with the implementation of the new structure.</p> <ul style="list-style-type: none"> 2. In order to reestablish special entrance rates above the interim minimum, the agency must make

<p>their requests under established procedures.</p> <p>Upon approval of a special entrance rate, provisions of Rule 6.5(b) shall apply.</p>	<p>their requests under established procedures.</p> <p>Upon approval of a special entrance rate, provisions of Rule 6.5(b) shall apply.</p> <p><u>In order to resolve problems which arise as a result of transition to the new pay structures, the Director shall have the authority to waive existing rules and approve personnel actions when he determines such approval to be in the best interest of the State Service. The Director shall report all actions taken under this rule to the Commission.</u></p>
<p>Rule 19.5 Pay on Promotion, Grade Assignment Change</p>	<p>Rule 19.5 <u>Individual Pay Adjustments</u></p>
<p>When an employee is promoted to a position in a higher grade or his position is reallocated to a job in a higher grade, he shall receive the amount to which he is entitled under Rule 6.7 and 6.8 or the new range interim minimum, whichever is greater.</p>	<p>When an employee is promoted to a position in a higher grade or his position is reallocated to a job in a higher grade, he shall receive the amount to which he is entitled under Rule 6.7 and 6.8 or the new range interim minimum, whichever is greater.</p> <p><u>When an appointing authority determines that the relationship of individual pay rates resulting from the implementation of the new pay structure adversely affects the efficiency of a work unit(s), the Director or the Commission may grant a request for an individual pay adjustment. Each request must include certification that funds are available to implement the request, the proposed amount of adjustment, a detailed explanation of the methodology used to determine the appropriate adjustment and explicit reasons why an individual pay adjustment is necessary to correct the existing management problem. The Director shall report all approved adjustments to the Commission at its next regularly scheduled meeting.</u></p>

Rule 19.6 Merit Increases	Rule 19.6 <u>Pay Upon Grade Assignment Change</u>
The merit increase of 4% shall not be affected by these transition rules.	<p>The merit increase of 4% shall not be affected by these transition rules.</p> <p><u>During the transition period to the new pay structure, the Director may assign jobs to a different pay range based upon a reevaluation and/or restructuring of those jobs. The pay range change will be made immediately. The employee's rate of pay will be in accordance with Rule 6.8.1.</u></p>
Rule 19.7 Schedule for Individual Pay Rate Adjustment to Interim Minimum	Rule 19.7 <u>Rate of Pay on Detail to Special Duty</u>
Beginning with the effective date of the new pay structure, no employee's pay rate will change, but for a period of one year each will receive any merit steps for which they are eligible and granted by their appointing authority and any adjustments due them under Chapter 17. At the end of that year, all employees whose rate of pay is still below the interim minimum shall be brought to the interim minimum.	<p>Beginning with the effective date of the new pay structure, no employee's pay rate will change, but for a period of one year each will receive any merit steps for which they are eligible and granted by their appointing authority and any adjustments due them under Chapter 17. At the end of that year, all employees whose rate of pay is still below the interim minimum shall be brought to the interim minimum.</p> <p><u>(a) For all employees on detail to special duty, the January 1, 2018, 2% general increase shall be calculated based upon the authorized rate of pay in his regular position.</u></p> <p><u>(b) The employee's rate of pay while on detail shall be recalculated based on his new rate of pay in his regular position.</u></p>
Rule 19.8 Schedule for Adjustment of the Range Minimums	Rule 19.8 <u>Pay Upon Appointment From DPRL</u>
<p>(a) No later than two years after the effective date of the new pay plan, the interim minimum will be replaced by the range minimums that restore the uniform 50% range spread.</p> <p>(b) All employees whose rate of pay fall below that new minimum shall have their pay established in accordance with Section 19.3(c)</p>	<p>(a) No later than two years after the effective date of the new pay plan, the interim minimum will be replaced by the range minimums that restore the uniform 50% range spread.</p> <p>(b) All employees whose rate of pay fall below that new minimum shall have their pay established in accordance with Section 19.3(c)</p>

and 19.4 as applied to the new range minimum rather than the interim minimum.	and 19.4 as applied to the new range minimum rather than the interim minimum. <u>The pay of a person appointed from a department preferred reemployment list may be fixed no higher than his rate of pay at the time of the layoff or displacement action, which entitled him to placement on the preferred list from which he is appointed, or may be fixed at his current rate if such rate is higher based on other provisions of these Rules. If the range for the job has been adjusted and the range minimum is higher than his former salary, he will enter at the range minimum. In no case shall the rate of pay be higher than the range maximum for the class to which appointed.</u>
Rule 19.9 Pay Upon Grade Assignment Changes	Rule 19.9 Pay Upon Grade Assignment Changes
(a) Re-evaluation or Re-titling. During the first year transition to the new pay structure, when the Director assigns jobs to a different range based upon a re-evaluation and/or restructuring or re-titling of those jobs, the pay range change will be made effective. The effective date of the new structure and an incumbent's pay will be determined by following the Chapter 19 Transition Rules.	(a) Re-evaluation or Re-titling. During the first year transition to the new pay structure, when the Director assigns jobs to a different range based upon a re-evaluation and/or restructuring or re-titling of those jobs, the pay range change will be made effective. The effective date of the new structure and an incumbent's pay will be determined by following the Chapter 19 Transition Rules.
(b) Market Adjustment. When the Director authorizes the use of a market grade, the individual pay rate of employees occupying jobs which are affected shall not change except that, if the employee's pay is below the market grade minimum, the employee's pay shall be adjusted to the minimum. Rates above the new market grade maximum are subject to Rule 6.15.	(b) Market Adjustment. When the Director authorizes the use of a market grade, the individual pay rate of employees occupying jobs which are affected shall not change except that, if the employee's pay is below the market grade minimum, the employee's pay shall be adjusted to the minimum. Rates above the new market grade maximum are subject to Rule 6.15.
(c) Change in Duties. During the first year transition to the new pay structure, when the Director assigns a job to a different range based on a change of duties and re-evaluation of that job, the employee's pay shall be set in accordance with Rule 6.7. The change in duties must have taken place	(c) Change in Duties. During the first year transition to the new pay structure, when the Director assigns a job to a different range based on a change of duties and re-evaluation of that job, the employee's pay shall be set in accordance with Rule 6.7. The change in duties must have taken place

subsequent to the effective date of the new structure.	subsequent to the effective date of the new structure. <u>Repealed effective January 1, 2018</u>
Rule 19.10 Transition Problem Resolution	Rule 19.10 Transition Problem Resolution
In order to resolve problems which arise as a result of transition to the new pay system, the Director shall have authority to waive existing rules and approve personnel actions when he determines such approval to be in the best interest of the State Service. The Director shall report all actions taken under this Rule to the Commission.	In order to resolve problems which arise as a result of transition to the new pay system, the Director shall have authority to waive existing rules and approve personnel actions when he determines such approval to be in the best interest of the State Service. The Director shall report all actions taken under this Rule to the Commission. <u>Repealed effective January 1, 2018</u>
Rule 19.11 Individual Pay Adjustments	Rule 19.11 Individual Pay Adjustments
(a) When an appointing authority determines that the relationship of individual pay rates resulting from the implementation of the January 1, 1987 Pay Plan adversely affects the efficiency of a work unit(s), the Director may grant a request for an individual pay adjustment. Each request must include certification that funds are available to implement the request, the proposed amount of adjustment, a detailed explanation of the methodology used to determine the appropriate adjustment and explicit reasons why an individual pay adjustment is necessary to correct the existing management problem. The Director shall include a listing of all approved adjustments in his monthly report to the Commission.	(a) When an appointing authority determines that the relationship of individual pay rates resulting from the implementation of the January 1, 1987 Pay Plan adversely affects the efficiency of a work unit(s), the Director may grant a request for an individual pay adjustment. Each request must include certification that funds are available to implement the request, the proposed amount of adjustment, a detailed explanation of the methodology used to determine the appropriate adjustment and explicit reasons why an individual pay adjustment is necessary to correct the existing management problem. The Director shall include a listing of all approved adjustments in his monthly report to the Commission.
(b) The Director's decision shall be final and shall only be appealable to the Commission pursuant to Rule 13.10(i).	(b) The Director's decision shall be final and shall only be appealable to the Commission pursuant to Rule 13.10(i). <u>Repealed effective January 1, 2018</u>

Exhibit E – Amendments to Chapter 1 to be effective July 1, 2018

Chapter 1	
Current Rule	Proposed Rule
1.5.01.1 'Base Pay'	1.5.01.1 'Base Pay'
means the employee's hourly rate (including rate within base supplement) and any supplemental pay authorized by the Article. Base pay shall not include any overtime, per diem, shift differential, payment in kind, premium pay, one-time lump sum payments, or any other allowance for expenses authorized and incurred as an incident to employment. For purposes of these rules, "pay" means base pay.	means the employee's hourly rate (including rate within base supplement) and any supplemental pay authorized by the Article. Base pay shall not include any overtime, per diem, shift differential, payment in kind, premium pay, one-time lump sum payments, or any other allowance for expenses authorized and incurred as an incident to employment. For purposes of these rules, "pay" means base pay.
1.5.02 'Base Supplement'	1.5.02 'Base Supplement'
means additional pay above the range maximum, when authorized by the Commission and approved by the Governor under limiting factors (e.g., by job titles, geographic areas, organizations, etc.) it deems appropriate when market and employment conditions require such supplement in order to maintain competent and experienced staff, which is treated as a part of base pay.	means additional pay above the range maximum, when authorized by the Commission and approved by the Governor under limiting factors (e.g., by job titles, geographic areas, organizations, etc.) it deems appropriate when market and employment conditions require such supplement in order to maintain competent and experienced staff, which is treated as a part of base pay. <u>Repealed effective July 1, 2018</u>
1.11 'Demotion'	1.11 'Demotion'
means a change of an employee from a position in one job title to a different position allocated to a lower job.	means a change of an employee from a position in one job title to a different position allocated to a lower job <u>with a lower maximum.</u>
1.14.1.1 'Dual Career Ladder'	1.14.1.1 'Dual Career Ladder'
means a set of one or more non-supervisory jobs in a job series which receives higher pay than traditional non-supervisory jobs because they require performance of higher level, more complex duties and possession of advanced, specialized skills. The purpose of the dual career ladder is to provide another route of advancement for employees as an alternative to promotion to supervisory or managerial positions.	means a set of one or more non-supervisory jobs in a job series which receives higher pay than traditional non-supervisory jobs because they require performance of higher level, more complex duties and possession of advanced, specialized skills. The purpose of the dual career ladder is to provide another route of advancement for employees as an alternative to promotion to supervisory or managerial positions.
1.15.2.1 'General Increase'	1.15.2.1 'General Increase'
means an across the board wage and salary increase designed to bring pay in line with increases in the cost of living.	means an across the board wage and salary increase designed to bring pay in line with increases in the cost of living.
1.19.1 'Layoff Avoidance Measures'	1.19.1 'Layoff Avoidance Measures'

means actions taken by an appointing authority and approved by the Director and/or the Commission to help prevent a layoff. These include: not granting performance adjustments, granting reduced performance adjustments, reductions in work hours, furloughs and retirement incentives. Another measure, one not needing Civil Service approval, is the required use of leave during agency closures as stated in Rule 17.10.	means actions taken by an appointing authority and approved by the Director and/or the Commission to help prevent a layoff. These include: not granting performance adjustments, granting reduced performance adjustments, reductions in work hours, furloughs and retirement incentives. Another measure, one not needing Civil Service approval, is the required use of leave during agency closures as stated in Rule 17.10.
	<u>1.20.0002 Market Adjustment</u>
	<u>Means an adjustment to an individual's base pay based upon the employee's position into the range and relation to market.</u>
1.20.001 'Market Grade Job'	1.20.001 'Market Grade Job'
means a job that is assigned a grade having a pay range more appropriate to the market rate for that job than the range assigned its evaluated grade.	means a job that is assigned a grade having a pay range more appropriate to the market rate for that job than the range assigned its evaluated grade. <u>Repealed effective July 1, 2018</u>
1.24.003 'Pay Structure Adjustment'	1.24.003 'Pay Structure Adjustment'
means a change in the range minimums and maximums for all grades. The purpose is to maintain a general competitive level with the market for recruitment purposes and is generally accomplished without increases to individual pay rates.	means a change in the range minimums and all <u>or</u> maximums for all grades. The purpose is to maintain a general competitive level with the market for recruitment purposes and is generally accomplished without increases to individual pay rates.
1.24.004 'Performance Adjustments'	1.24.004 'Performance Adjustments'
means an adjustment to individual pay rate based upon performance, or some other individual equity basis.	means an adjustment to individual pay rate based upon performance, or some other individual equity basis. <u>Repealed effective July 1, 2018</u>
1.24.02.1 'Perquisites'	1.24.02.1 'Perquisites'
means any tangible privilege or gain beyond salary and entitlements provided to administrators, faculty or other employees, including but not limited to housing allowances, car allowances, spousal travel, insurance, and club memberships.	means any tangible privilege or gain beyond salary and entitlements provided to administrators, faculty or other employees, including but not limited to housing allowances, car allowances, spousal travel, insurance, and club memberships.
1.27 'Promotion'	1.27 'Promotion'
means a change of a permanent status employee to a different position allocated to a higher job.	means a change of a permanent status employee to a different position allocated to a higher job <u>with a higher maximum.</u>
1.33.01 'Red Circle Rate'	1.33.01 'Red Circle Rate'

is an authorized pay rate that exceeds the maximum of the range or base supplement.	is an authorized pay rate that exceeds the maximum of the range or base supplement.
1.41 'Transfer'	1.41 'Transfer'
means the change of an employee from a position in one department to a position in another department without change in probational or permanent status and without a break in service of one or more working days.	means the change of an employee from a position in one department to a position in another department without change in probational or permanent status and without a break in service of one or more working days.

General Circular No. 2017-012: Proposed Changes to Chapters 1, 5, 6 and 19 of the Civil Service Rules
Exhibit "F"

Protective Services Schedule

Proposed Pay Schedules to be effective January 2, 2018

PS	Hourly					Biweekly					Monthly					Annual				
	Min	1st Quartile	Mid point	3rd Quartile	Max	Min	1st Quartile	Midpoint	3rd Quartile	Maximum	Min	1st Quartile	Midpoint	3rd Quartile	Maximum	Min	1st Quartile	Midpoint	3rd Quartile	Maximum
101	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
102	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
103	10.82	12.92	15.01	17.11	19.20	865.60	1,033.20	1,200.80	1,368.40	1,536.00	1,876.00	2,239.00	2,602.00	2,965.00	3,328.00	22,506.00	26,864.00	31,221.00	35,579.00	39,936.00
104	11.58	13.82	16.06	18.30	20.54	926.40	1,105.60	1,284.80	1,464.00	1,643.20	2,007.00	2,396.00	2,784.00	3,172.00	3,560.00	24,086.00	28,746.00	33,405.00	38,064.00	42,723.00
105	12.70	15.16	17.62	20.08	22.53	1,016.00	1,212.60	1,409.20	1,605.80	1,802.40	2,201.00	2,627.00	3,053.00	3,479.00	3,905.00	26,416.00	31,528.00	36,639.00	41,751.00	46,862.00
106	13.59	16.22	18.85	21.48	24.11	1,087.20	1,297.60	1,508.00	1,718.40	1,928.80	2,356.00	2,812.00	3,268.00	3,724.00	4,179.00	28,267.00	33,738.00	39,208.00	44,679.00	50,149.00
107	14.54	17.36	20.17	22.99	25.80	1,163.20	1,388.40	1,613.60	1,838.80	2,064.00	2,520.00	3,008.00	3,496.00	3,984.00	4,472.00	30,243.00	36,099.00	41,954.00	47,809.00	53,664.00
108	15.56	18.58	21.59	24.60	27.61	1,244.80	1,485.80	1,726.80	1,967.80	2,208.80	2,697.00	3,220.00	3,742.00	4,264.00	4,786.00	32,365.00	38,631.00	44,897.00	51,163.00	57,429.00
109	16.65	19.88	23.10	26.32	29.54	1,332.00	1,589.80	1,847.60	2,105.40	2,363.20	2,886.00	3,445.00	4,003.00	4,562.00	5,120.00	34,632.00	41,335.00	48,038.00	54,741.00	61,443.00
110	17.82	21.27	24.72	28.17	31.61	1,425.60	1,701.40	1,977.20	2,253.00	2,528.80	3,089.00	3,687.00	4,284.00	4,882.00	5,479.00	37,066.00	44,237.00	51,408.00	58,579.00	65,749.00
111	19.07	22.76	26.45	30.14	33.82	1,525.60	1,820.60	2,115.60	2,410.60	2,705.60	3,306.00	3,945.00	4,584.00	5,223.00	5,862.00	39,666.00	47,336.00	55,006.00	62,676.00	70,346.00
112	20.40	24.35	28.30	32.25	36.19	1,632.00	1,947.80	2,263.60	2,579.40	2,895.20	3,536.00	4,221.00	4,905.00	5,589.00	6,273.00	42,432.00	50,643.00	58,854.00	67,065.00	75,275.00
113	21.83	26.06	30.28	34.50	38.72	1,746.40	2,084.20	2,422.00	2,759.80	3,097.60	3,784.00	4,516.00	5,248.00	5,980.00	6,712.00	45,406.00	54,189.00	62,972.00	71,755.00	80,538.00
114	23.36	27.88	32.40	36.92	41.43	1,868.80	2,230.20	2,591.60	2,953.00	3,314.40	4,049.00	4,832.00	5,615.00	6,398.00	7,181.00	48,589.00	57,986.00	67,382.00	76,778.00	86,174.00
115	25.00	29.84	34.67	39.50	44.33	2,000.00	2,386.60	2,773.20	3,159.80	3,546.40	4,333.00	5,171.00	6,009.00	6,847.00	7,684.00	52,000.00	62,052.00	72,103.00	82,155.00	92,206.00
116	26.75	31.92	37.09	42.26	47.43	2,140.00	2,553.60	2,967.20	3,380.80	3,794.40	4,637.00	5,533.00	6,429.00	7,325.00	8,221.00	55,640.00	66,394.00	77,147.00	87,901.00	98,654.00
117	28.62	34.16	39.69	45.22	50.75	2,289.60	2,732.20	3,174.80	3,617.40	4,060.00	4,961.00	5,920.00	6,879.00	7,838.00	8,797.00	59,530.00	71,038.00	82,545.00	94,053.00	105,560.00
118	30.62	36.54	42.46	48.38	54.30	2,449.60	2,923.20	3,396.80	3,870.40	4,344.00	5,308.00	6,334.00	7,360.00	8,386.00	9,412.00	63,690.00	76,004.00	88,317.00	100,631.00	112,944.00
119	32.76	39.10	45.43	51.77	58.10	2,620.80	3,127.60	3,634.40	4,141.20	4,648.00	5,678.00	6,777.00	7,875.00	8,973.00	10,071.00	68,141.00	81,318.00	94,495.00	107,672.00	120,848.00
120	35.05	41.83	48.61	55.39	62.17	2,804.00	3,346.40	3,888.80	4,431.20	4,973.60	6,075.00	7,251.00	8,426.00	9,601.00	10,776.00	72,904.00	87,007.00	101,109.00	115,212.00	129,314.00
121	37.50	44.76	52.01	59.27	66.52	3,000.00	3,580.40	4,160.80	4,741.20	5,321.60	6,500.00	7,758.00	9,015.00	10,273.00	11,530.00	78,000.00	93,091.00	108,181.00	123,272.00	138,362.00
122	40.13	47.90	55.66	63.42	71.18	3,210.40	3,831.40	4,452.40	5,073.40	5,694.40	6,956.00	8,302.00	9,647.00	10,993.00	12,338.00	83,470.00	99,616.00	115,762.00	131,908.00	148,054.00
123	42.94	51.25	59.55	67.86	76.16	3,435.20	4,099.60	4,764.00	5,428.40	6,092.80	7,443.00	8,883.00	10,322.00	11,762.00	13,201.00	89,315.00	106,590.00	123,864.00	141,139.00	158,413.00
124	45.95	54.84	63.72	72.61	81.49	3,676.00	4,386.80	5,097.60	5,808.40	6,519.20	7,965.00	9,505.00	11,045.00	12,585.00	14,125.00	95,576.00	114,057.00	132,538.00	151,019.00	169,499.00
125	49.17	58.68	68.18	77.69	87.19	3,933.60	4,694.00	5,454.40	6,214.80	6,975.20	8,523.00	10,171.00	11,818.00	13,466.00	15,113.00	102,274.00	122,045.00	141,815.00	161,585.00	181,355.00
126	52.61	62.78	72.95	83.12	93.29	4,208.80	5,022.40	5,836.00	6,649.60	7,463.20	9,119.00	10,882.00	12,645.00	14,408.00	16,170.00	109,429.00	130,583.00	151,736.00	172,890.00	194,043.00
127	56.29	67.18	78.06	88.94	99.82	4,503.20	5,373.80	6,244.40	7,115.00	7,985.60	9,757.00	11,644.00	13,530.00	15,416.00	17,302.00	117,083.00	139,719.00	162,355.00	184,991.00	207,626.00

General Circular No. 2017-012: Proposed Changes to Chapters 1, 5, 6 and 19 of the Civil Service Rules
Exhibit "F"
Technician and Skilled Trades Schedule
Proposed Pay Schedules to be effective January 2, 2018

	Hourly					Biweekly					Monthly					Annual				
WS	Min	1st Quartile	Mid point	3rd Quartile	Max	Min	1st Quartile	Midpoint	3rd Quartile	Maximum	Min	1st Quartile	Midpoint	3rd Quartile	Maximum	Min	1st Quartile	Midpoint	3rd Quartile	Maximum
201	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
202	7.25	8.69	10.13	11.57	13.00	580.00	695.00	810.00	925.00	1,040.00	1,257.00	1,506.00	1,755.00	2,004.00	2,253.00	15,080.00	18,070.00	21,060.00	24,050.00	27,040.00
203	7.76	9.30	10.84	12.38	13.91	620.80	743.80	866.80	989.80	1,112.80	1,345.00	1,612.00	1,878.00	2,145.00	2,411.00	16,141.00	19,339.00	22,537.00	25,735.00	28,933.00
204	8.30	9.95	11.59	13.24	14.88	664.00	795.60	927.20	1,058.80	1,190.40	1,439.00	1,724.00	2,009.00	2,294.00	2,579.00	17,264.00	20,686.00	24,107.00	27,529.00	30,950.00
205	8.88	10.64	12.40	14.16	15.92	710.40	851.20	992.00	1,132.80	1,273.60	1,539.00	1,845.00	2,150.00	2,455.00	2,760.00	18,470.00	22,131.00	25,792.00	29,453.00	33,114.00
206	9.50	11.39	13.27	15.15	17.03	760.00	910.60	1,061.20	1,211.80	1,362.40	1,647.00	1,974.00	2,300.00	2,626.00	2,952.00	19,760.00	23,676.00	27,591.00	31,507.00	35,422.00
207	10.17	12.19	14.20	16.21	18.22	813.60	974.60	1,135.60	1,296.60	1,457.60	1,763.00	2,112.00	2,461.00	2,810.00	3,158.00	21,154.00	25,340.00	29,526.00	33,712.00	37,898.00
208	10.88	13.04	15.19	17.35	19.50	870.40	1,042.80	1,215.20	1,387.60	1,560.00	1,886.00	2,260.00	2,633.00	3,007.00	3,380.00	22,630.00	27,113.00	31,595.00	36,078.00	40,560.00
209	11.64	13.95	16.26	18.57	20.87	931.20	1,115.80	1,300.40	1,485.00	1,669.60	2,018.00	2,418.00	2,818.00	3,218.00	3,618.00	24,211.00	29,011.00	33,811.00	38,611.00	43,410.00
210	12.45	14.92	17.39	19.86	22.33	996.00	1,193.60	1,391.20	1,588.80	1,786.40	2,158.00	2,587.00	3,015.00	3,443.00	3,871.00	25,896.00	31,034.00	36,171.00	41,309.00	46,446.00
211	13.32	15.97	18.61	21.25	23.89	1,065.60	1,277.00	1,488.40	1,699.80	1,911.20	2,309.00	2,767.00	3,225.00	3,683.00	4,141.00	27,706.00	33,203.00	38,699.00	44,195.00	49,691.00
212	14.25	17.08	19.91	22.74	25.56	1,140.00	1,366.20	1,592.40	1,818.60	2,044.80	2,470.00	2,960.00	3,450.00	3,940.00	4,430.00	29,640.00	35,522.00	41,403.00	47,284.00	53,165.00
213	15.25	18.28	21.30	24.33	27.35	1,220.00	1,462.00	1,704.00	1,946.00	2,188.00	2,643.00	3,168.00	3,692.00	4,217.00	4,741.00	31,720.00	38,012.00	44,304.00	50,596.00	56,888.00
214	16.32	19.56	22.79	26.03	29.26	1,305.60	1,564.40	1,823.20	2,082.00	2,340.80	2,829.00	3,390.00	3,951.00	4,512.00	5,072.00	33,946.00	40,675.00	47,404.00	54,133.00	60,861.00
215	17.46	20.93	24.39	27.85	31.31	1,396.80	1,673.80	1,950.80	2,227.80	2,504.80	3,026.00	3,627.00	4,227.00	4,827.00	5,427.00	36,317.00	43,519.00	50,721.00	57,923.00	65,125.00
216	18.68	22.39	26.09	29.80	33.50	1,494.40	1,790.80	2,087.20	2,383.60	2,680.00	3,238.00	3,881.00	4,523.00	5,165.00	5,807.00	38,854.00	46,561.00	54,267.00	61,974.00	69,680.00
217	19.99	23.96	27.92	31.89	35.85	1,599.20	1,916.40	2,233.60	2,550.80	2,868.00	3,465.00	4,153.00	4,840.00	5,527.00	6,214.00	41,579.00	49,827.00	58,074.00	66,321.00	74,568.00
218	21.39	25.64	29.88	34.12	38.36	1,711.20	2,050.60	2,390.00	2,729.40	3,068.80	3,708.00	4,444.00	5,179.00	5,914.00	6,649.00	44,491.00	53,316.00	62,140.00	70,965.00	79,789.00
219	22.89	27.43	31.97	36.51	41.05	1,831.20	2,194.40	2,557.60	2,920.80	3,284.00	3,968.00	4,755.00	5,542.00	6,329.00	7,115.00	47,611.00	57,055.00	66,498.00	75,941.00	85,384.00
220	24.49	29.35	34.21	39.07	43.92	1,959.20	2,347.80	2,736.40	3,125.00	3,513.60	4,245.00	5,087.00	5,929.00	6,771.00	7,613.00	50,939.00	61,043.00	71,147.00	81,251.00	91,354.00
221	26.20	31.40	36.60	41.80	46.99	2,096.00	2,511.80	2,927.60	3,343.40	3,759.20	4,541.00	5,442.00	6,343.00	7,244.00	8,145.00	54,496.00	65,307.00	76,118.00	86,929.00	97,739.00
222	28.03	33.60	39.16	44.72	50.28	2,242.40	2,687.40	3,132.40	3,577.40	4,022.40	4,859.00	5,823.00	6,787.00	7,751.00	8,715.00	58,302.00	69,872.00	81,442.00	93,012.00	104,582.00
223	29.99	35.95	41.90	47.85	53.80	2,399.20	2,875.40	3,351.60	3,827.80	4,304.00	5,198.00	6,230.00	7,262.00	8,294.00	9,325.00	62,379.00	74,761.00	87,142.00	99,523.00	111,904.00
224	32.09	38.46	44.83	51.20	57.57	2,567.20	3,076.80	3,586.40	4,096.00	4,605.60	5,562.00	6,667.00	7,771.00	8,875.00	9,979.00	66,747.00	79,997.00	93,247.00	106,497.00	119,746.00
225	34.34	41.16	47.97	54.79	61.60	2,747.20	3,292.40	3,837.60	4,382.80	4,928.00	5,952.00	7,134.00	8,315.00	9,496.00	10,677.00	71,427.00	85,603.00	99,778.00	113,953.00	128,128.00

General Circular No. 2017-012: Proposed Changes to Chapters 1, 5, 6 and 19 of the Civil Service Rules

Exhibit "F"

Scientific and Technical Schedule

Proposed Pay Schedules to be effective January 2, 2018

TS	Hourly					Biweekly					Monthly					Annual				
	Min	1st Quartile	Mid point	3rd Quartile	Max	Min	1st Quartile	Midpoint	3rd Quartile	Maximum	Min	1st Quartile	Midpoint	3rd Quartile	Maximum	Min	1st Quartile	Midpoint	3rd Quartile	Maximum
301	10.95	13.02	15.08	17.14	19.20	876.00	1,041.00	1,206.00	1,371.00	1,536.00	1,898.00	2,256.00	2,613.00	2,971.00	3,328.00	22,776.00	27,066.00	31,356.00	35,646.00	39,936.00
302	11.72	13.93	16.13	18.34	20.54	937.60	1,114.00	1,290.40	1,466.80	1,643.20	2,032.00	2,414.00	2,796.00	3,178.00	3,560.00	24,378.00	28,965.00	33,551.00	38,137.00	42,723.00
303	12.54	14.90	17.26	19.62	21.98	1,003.20	1,192.00	1,380.80	1,569.60	1,758.40	2,174.00	2,583.00	2,992.00	3,401.00	3,810.00	26,083.00	30,992.00	35,901.00	40,810.00	45,718.00
304	13.42	15.95	18.47	21.00	23.52	1,073.60	1,275.60	1,477.60	1,679.60	1,881.60	2,326.00	2,764.00	3,202.00	3,640.00	4,077.00	27,914.00	33,166.00	38,418.00	43,670.00	48,922.00
305	14.36	17.07	19.77	22.47	25.17	1,148.80	1,365.00	1,581.20	1,797.40	2,013.60	2,489.00	2,958.00	3,426.00	3,895.00	4,363.00	29,869.00	35,491.00	41,112.00	46,733.00	52,354.00
306	15.37	18.26	21.15	24.04	26.93	1,229.60	1,460.80	1,692.00	1,923.20	2,154.40	2,664.00	3,165.00	3,666.00	4,167.00	4,668.00	31,970.00	37,981.00	43,992.00	50,003.00	56,014.00
307	16.45	19.55	22.64	25.73	28.82	1,316.00	1,563.40	1,810.80	2,058.20	2,305.60	2,851.00	3,388.00	3,924.00	4,460.00	4,996.00	34,216.00	40,649.00	47,081.00	53,514.00	59,946.00
308	17.60	20.91	24.22	27.53	30.84	1,408.00	1,672.80	1,937.60	2,202.40	2,467.20	3,051.00	3,625.00	4,199.00	4,773.00	5,346.00	36,608.00	43,493.00	50,378.00	57,263.00	64,147.00
309	18.83	22.38	25.92	29.46	33.00	1,506.40	1,789.80	2,073.20	2,356.60	2,640.00	3,264.00	3,878.00	4,492.00	5,106.00	5,720.00	39,166.00	46,535.00	53,903.00	61,272.00	68,640.00
310	20.15	23.94	27.73	31.52	35.31	1,612.00	1,915.20	2,218.40	2,521.60	2,824.80	3,493.00	4,150.00	4,807.00	5,464.00	6,120.00	41,912.00	49,796.00	57,679.00	65,562.00	73,445.00
311	21.56	25.62	29.67	33.73	37.78	1,724.80	2,049.20	2,373.60	2,698.00	3,022.40	3,737.00	4,440.00	5,143.00	5,846.00	6,549.00	44,845.00	53,280.00	61,714.00	70,148.00	78,582.00
312	23.07	27.41	31.75	36.09	40.42	1,845.60	2,192.60	2,539.60	2,886.60	3,233.60	3,999.00	4,751.00	5,503.00	6,255.00	7,006.00	47,986.00	57,008.00	66,030.00	75,052.00	84,074.00
313	24.68	29.33	33.97	38.61	43.25	1,974.40	2,345.80	2,717.20	3,088.60	3,460.00	4,278.00	5,083.00	5,888.00	6,693.00	7,497.00	51,334.00	60,991.00	70,647.00	80,304.00	89,960.00
314	26.41	31.38	36.35	41.32	46.28	2,112.80	2,510.20	2,907.60	3,305.00	3,702.40	4,578.00	5,439.00	6,300.00	7,161.00	8,022.00	54,933.00	65,266.00	75,598.00	85,930.00	96,262.00
315	28.26	33.58	38.89	44.21	49.52	2,260.80	2,686.00	3,111.20	3,536.40	3,961.60	4,898.00	5,820.00	6,741.00	7,663.00	8,584.00	58,781.00	69,837.00	80,892.00	91,947.00	103,002.00
316	30.24	35.93	41.62	47.31	52.99	2,419.20	2,874.20	3,329.20	3,784.20	4,239.20	5,242.00	6,228.00	7,214.00	8,200.00	9,185.00	62,899.00	74,729.00	86,559.00	98,389.00	110,219.00
317	32.36	38.45	44.53	50.62	56.70	2,588.80	3,075.60	3,562.40	4,049.20	4,536.00	5,609.00	6,664.00	7,719.00	8,774.00	9,828.00	67,309.00	79,966.00	92,623.00	105,280.00	117,936.00
318	34.63	41.14	47.65	54.16	60.67	2,770.40	3,291.20	3,812.00	4,332.80	4,853.60	6,003.00	7,132.00	8,260.00	9,388.00	10,516.00	72,030.00	85,571.00	99,112.00	112,653.00	126,194.00
319	37.05	44.02	50.99	57.96	64.92	2,964.00	3,521.40	4,078.80	4,636.20	5,193.60	6,422.00	7,630.00	8,838.00	10,046.00	11,253.00	77,064.00	91,557.00	106,049.00	120,542.00	135,034.00
320	39.64	47.10	54.55	62.01	69.46	3,171.20	3,767.60	4,364.00	4,960.40	5,556.80	6,871.00	8,164.00	9,456.00	10,748.00	12,040.00	82,451.00	97,958.00	113,464.00	128,971.00	144,477.00
321	42.41	50.39	58.37	66.35	74.32	3,392.80	4,031.00	4,669.20	5,307.40	5,945.60	7,351.00	8,734.00	10,117.00	11,500.00	12,882.00	88,213.00	104,807.00	121,400.00	137,993.00	154,586.00
322	45.38	53.92	62.45	70.99	79.52	3,630.40	4,313.20	4,996.00	5,678.80	6,361.60	7,866.00	9,346.00	10,825.00	12,305.00	13,784.00	94,390.00	112,143.00	129,896.00	147,649.00	165,402.00
323	48.56	57.70	66.83	75.96	85.09	3,884.80	4,615.40	5,346.00	6,076.60	6,807.20	8,417.00	10,000.00	11,583.00	13,166.00	14,749.00	101,005.00	120,001.00	138,996.00	157,992.00	176,987.00
324	51.96	61.74	71.51	81.28	91.05	4,156.80	4,938.60	5,720.40	6,502.20	7,284.00	9,006.00	10,700.00	12,394.00	14,088.00	15,782.00	108,077.00	128,404.00	148,731.00	169,058.00	189,384.00
325	55.60	66.06	76.51	86.97	97.42	4,448.00	5,284.40	6,120.80	6,957.20	7,793.60	9,637.00	11,450.00	13,262.00	15,074.00	16,886.00	115,648.00	137,395.00	159,141.00	180,888.00	202,634.00
326	59.49	70.68	81.87	93.06	104.24	4,759.20	5,654.20	6,549.20	7,444.20	8,339.20	10,312.00	12,251.00	14,190.00	16,129.00	18,068.00	123,739.00	147,009.00	170,279.00	193,549.00	216,819.00
327	63.65	75.63	87.60	99.57	111.54	5,092.00	6,049.80	7,007.60	7,965.40	8,923.20	11,033.00	13,109.00	15,184.00	17,259.00	19,334.00	132,392.00	157,295.00	182,198.00	207,101.00	232,003.00

General Circular No. 2017-012: Proposed Changes to Chapters 1, 5, 6 and 19 of the Civil Service Rules

Exhibit "F"

Social Services Schedule

Proposed Pay Schedules to be effective January 2, 2018

SS	Hourly					Biweekly					Monthly					Annual				
	Min	1st Quartile	Mid point	3rd Quartile	Max	Min	1st Quartile	Midpoint	3rd Quartile	Maximum	Min	1st Quartile	Midpoint	3rd Quartile	Maximum	Min	1st Quartile	Midpoint	3rd Quartile	Maximum
401	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
402	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
403	8.30	10.23	12.15	14.08	16.00	664.00	818.00	972.00	1,126.00	1,280.00	1,439.00	1,773.00	2,106.00	2,440.00	2,773.00	17,264.00	21,268.00	25,272.00	29,276.00	33,280.00
404	8.88	10.94	13.00	15.06	17.12	710.40	875.20	1,040.00	1,204.80	1,369.60	1,539.00	1,897.00	2,254.00	2,611.00	2,968.00	18,470.00	22,755.00	27,040.00	31,325.00	35,610.00
405	9.50	11.71	13.91	16.12	18.32	760.00	936.40	1,112.80	1,289.20	1,465.60	1,647.00	2,030.00	2,412.00	2,794.00	3,176.00	19,760.00	24,347.00	28,933.00	33,520.00	38,106.00
406	10.17	12.53	14.89	17.25	19.60	813.60	1,002.20	1,190.80	1,379.40	1,568.00	1,763.00	2,172.00	2,580.00	2,989.00	3,397.00	21,154.00	26,058.00	30,961.00	35,865.00	40,768.00
407	10.88	13.41	15.93	18.45	20.97	870.40	1,072.20	1,274.00	1,475.80	1,677.60	1,886.00	2,324.00	2,761.00	3,198.00	3,635.00	22,630.00	27,877.00	33,124.00	38,371.00	43,618.00
408	11.64	14.34	17.04	19.74	22.44	931.20	1,147.20	1,363.20	1,579.20	1,795.20	2,018.00	2,486.00	2,954.00	3,422.00	3,890.00	24,211.00	29,827.00	35,443.00	41,059.00	46,675.00
409	12.45	15.34	18.23	21.12	24.01	996.00	1,227.20	1,458.40	1,689.60	1,920.80	2,158.00	2,659.00	3,160.00	3,661.00	4,162.00	25,896.00	31,908.00	37,919.00	43,930.00	49,941.00
410	13.32	16.42	19.51	22.60	25.69	1,065.60	1,313.00	1,560.40	1,807.80	2,055.20	2,309.00	2,845.00	3,381.00	3,917.00	4,453.00	27,706.00	34,139.00	40,571.00	47,003.00	53,435.00
411	14.25	17.56	20.87	24.18	27.49	1,140.00	1,404.80	1,669.60	1,934.40	2,199.20	2,470.00	3,044.00	3,618.00	4,192.00	4,765.00	29,640.00	36,525.00	43,410.00	50,295.00	57,179.00
412	16.00	19.88	23.75	27.63	31.50	1,280.00	1,590.00	1,900.00	2,210.00	2,520.00	2,773.00	3,445.00	4,117.00	4,789.00	5,460.00	33,280.00	41,340.00	49,400.00	57,460.00	65,520.00
413	17.12	21.27	25.42	29.57	33.71	1,369.60	1,701.40	2,033.20	2,365.00	2,696.80	2,968.00	3,687.00	4,406.00	5,125.00	5,843.00	35,610.00	44,237.00	52,864.00	61,491.00	70,117.00
414	18.32	22.76	27.20	31.64	36.07	1,465.60	1,820.60	2,175.60	2,530.60	2,885.60	3,176.00	3,945.00	4,714.00	5,483.00	6,252.00	38,106.00	47,336.00	56,566.00	65,796.00	75,026.00
415	19.60	24.35	29.10	33.85	38.59	1,568.00	1,947.80	2,327.60	2,707.40	3,087.20	3,397.00	4,220.00	5,043.00	5,866.00	6,689.00	40,768.00	50,643.00	60,518.00	70,393.00	80,267.00
416	20.97	26.05	31.13	36.21	41.29	1,677.60	2,084.00	2,490.40	2,896.80	3,303.20	3,635.00	4,516.00	5,396.00	6,277.00	7,157.00	43,618.00	54,185.00	64,751.00	75,317.00	85,883.00
417	22.44	27.88	33.31	38.75	44.18	1,795.20	2,230.00	2,664.80	3,099.60	3,534.40	3,890.00	4,832.00	5,774.00	6,716.00	7,658.00	46,675.00	57,980.00	69,285.00	80,590.00	91,894.00
418	24.01	29.83	35.64	41.46	47.27	1,920.80	2,386.00	2,851.20	3,316.40	3,781.60	4,162.00	5,170.00	6,178.00	7,186.00	8,194.00	49,941.00	62,037.00	74,132.00	86,227.00	98,322.00
419	25.69	31.92	38.14	44.36	50.58	2,055.20	2,553.00	3,050.80	3,548.60	4,046.40	4,453.00	5,532.00	6,610.00	7,689.00	8,767.00	53,435.00	66,378.00	79,321.00	92,264.00	105,206.00
420	27.49	34.15	40.81	47.47	54.12	2,199.20	2,731.80	3,264.40	3,797.00	4,329.60	4,765.00	5,919.00	7,073.00	8,227.00	9,381.00	57,179.00	71,027.00	84,875.00	98,723.00	112,570.00
421	29.41	36.54	43.66	50.79	57.91	2,352.80	2,922.80	3,492.80	4,062.80	4,632.80	5,098.00	6,333.00	7,568.00	8,803.00	10,038.00	61,173.00	75,993.00	90,813.00	105,633.00	120,453.00
422	31.47	39.10	46.72	54.34	61.96	2,517.60	3,127.40	3,737.20	4,347.00	4,956.80	5,455.00	6,777.00	8,098.00	9,419.00	10,740.00	65,458.00	81,313.00	97,168.00	113,023.00	128,877.00
423	33.67	41.83	49.99	58.15	66.30	2,693.60	3,346.20	3,998.80	4,651.40	5,304.00	5,836.00	7,250.00	8,664.00	10,078.00	11,492.00	70,034.00	87,002.00	103,969.00	120,937.00	137,904.00
424	36.03	44.76	53.49	62.22	70.94	2,882.40	3,580.60	4,278.80	4,977.00	5,675.20	6,245.00	7,758.00	9,271.00	10,784.00	12,296.00	74,942.00	93,096.00	111,249.00	129,402.00	147,555.00
425	38.55	47.89	57.23	66.57	75.91	3,084.00	3,831.20	4,578.40	5,325.60	6,072.80	6,682.00	8,301.00	9,920.00	11,539.00	13,158.00	80,184.00	99,612.00	119,039.00	138,466.00	157,893.00
426	41.25	51.25	61.24	71.23	81.22	3,300.00	4,099.40	4,898.80	5,698.20	6,497.60	7,150.00	8,882.00	10,614.00	12,346.00	14,078.00	85,800.00	106,585.00	127,369.00	148,154.00	168,938.00
427	44.14	54.84	65.53	76.22	86.91	3,531.20	4,386.60	5,242.00	6,097.40	6,952.80	7,651.00	9,505.00	11,358.00	13,211.00	15,064.00	91,811.00	114,052.00	136,292.00	158,533.00	180,773.00

General Circular No. 2017-012: Proposed Changes to Chapters 1, 5, 6 and 19 of the Civil Service Rules

Exhibit "F"

Medical Schedule

Proposed Pay Schedules to be effective January 2, 2018

MS	Hourly					Biweekly					Monthly					Annual				
	Min	1st Quartile	Mid point	3rd Quartile	Max	Min	1st Quartile	Midpoint	3rd Quartile	Maximum	Min	1st Quartile	Midpoint	3rd Quartile	Maximum	Min	1st Quartile	Midpoint	3rd Quartile	Maximum
501	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
502	7.25	8.82	10.39	11.96	13.52	580.00	705.40	830.80	956.20	1,081.60	1,257.00	1,529.00	1,801.00	2,073.00	2,344.00	15,080.00	18,341.00	21,601.00	24,862.00	28,122.00
503	7.76	9.44	11.12	12.80	14.47	620.80	755.00	889.20	1,023.40	1,157.60	1,345.00	1,636.00	1,927.00	2,218.00	2,508.00	16,141.00	19,631.00	23,120.00	26,609.00	30,098.00
504	8.30	10.10	11.89	13.69	15.48	664.00	807.60	951.20	1,094.80	1,238.40	1,439.00	1,750.00	2,061.00	2,372.00	2,683.00	17,264.00	20,998.00	24,731.00	28,465.00	32,198.00
505	8.88	10.80	12.72	14.64	16.56	710.40	864.00	1,017.60	1,171.20	1,324.80	1,539.00	1,872.00	2,205.00	2,538.00	2,870.00	18,470.00	22,464.00	26,458.00	30,452.00	34,445.00
506	9.50	11.56	13.61	15.67	17.72	760.00	924.40	1,088.80	1,253.20	1,417.60	1,647.00	2,004.00	2,360.00	2,716.00	3,072.00	19,760.00	24,035.00	28,309.00	32,584.00	36,858.00
507	10.17	12.37	14.57	16.77	18.96	813.60	989.40	1,165.20	1,341.00	1,516.80	1,763.00	2,144.00	2,525.00	2,906.00	3,286.00	21,154.00	25,725.00	30,296.00	34,867.00	39,437.00
508	10.88	13.24	15.59	17.94	20.29	870.40	1,058.60	1,246.80	1,435.00	1,623.20	1,886.00	2,294.00	2,702.00	3,110.00	3,517.00	22,630.00	27,524.00	32,417.00	37,310.00	42,203.00
509	12.75	15.57	18.38	21.19	24.00	1,020.00	1,245.00	1,470.00	1,695.00	1,920.00	2,210.00	2,698.00	3,185.00	3,673.00	4,160.00	26,520.00	32,370.00	38,220.00	44,070.00	49,920.00
510	13.64	16.65	19.66	22.67	25.68	1,091.20	1,332.00	1,572.80	1,813.60	2,054.40	2,364.00	2,886.00	3,408.00	3,930.00	4,451.00	28,371.00	34,632.00	40,893.00	47,154.00	53,414.00
511	14.59	17.82	21.04	24.26	27.48	1,167.20	1,425.00	1,682.80	1,940.60	2,198.40	2,529.00	3,088.00	3,646.00	4,205.00	4,763.00	30,347.00	37,050.00	43,753.00	50,456.00	57,158.00
512	15.61	19.06	22.51	25.96	29.40	1,248.80	1,524.60	1,800.40	2,076.20	2,352.00	2,706.00	3,304.00	3,901.00	4,499.00	5,096.00	32,469.00	39,640.00	46,811.00	53,982.00	61,152.00
513	16.70	20.39	24.08	27.77	31.46	1,336.00	1,631.20	1,926.40	2,221.60	2,516.80	2,895.00	3,535.00	4,174.00	4,814.00	5,453.00	34,736.00	42,412.00	50,087.00	57,762.00	65,437.00
514	17.87	21.82	25.77	29.72	33.66	1,429.60	1,745.40	2,061.20	2,377.00	2,692.80	3,098.00	3,782.00	4,466.00	5,150.00	5,834.00	37,170.00	45,381.00	53,592.00	61,803.00	70,013.00
515	19.50	23.83	28.15	32.48	36.80	1,560.00	1,906.00	2,252.00	2,598.00	2,944.00	3,380.00	4,130.00	4,880.00	5,630.00	6,379.00	40,560.00	49,556.00	58,552.00	67,548.00	76,544.00
516	20.87	25.50	30.13	34.76	39.38	1,669.60	2,039.80	2,410.00	2,780.20	3,150.40	3,618.00	4,420.00	5,222.00	6,024.00	6,826.00	43,410.00	53,035.00	62,660.00	72,285.00	81,910.00
517	22.33	27.29	32.24	37.19	42.14	1,786.40	2,182.60	2,578.80	2,975.00	3,371.20	3,871.00	4,730.00	5,588.00	6,446.00	7,304.00	46,446.00	56,748.00	67,049.00	77,350.00	87,651.00
518	23.89	29.19	34.49	39.79	45.09	1,911.20	2,335.20	2,759.20	3,183.20	3,607.20	4,141.00	5,060.00	5,979.00	6,898.00	7,816.00	49,691.00	60,715.00	71,739.00	82,763.00	93,787.00
519	25.56	31.24	36.91	42.58	48.25	2,044.80	2,498.60	2,952.40	3,406.20	3,860.00	4,430.00	5,414.00	6,397.00	7,380.00	8,363.00	53,165.00	64,964.00	76,763.00	88,562.00	100,360.00
520	27.35	33.42	39.49	45.56	51.63	2,188.00	2,673.60	3,159.20	3,644.80	4,130.40	4,741.00	5,793.00	6,845.00	7,897.00	8,949.00	56,888.00	69,514.00	82,139.00	94,765.00	107,390.00
521	29.26	35.76	42.25	48.75	55.24	2,340.80	2,860.40	3,380.00	3,899.60	4,419.20	5,072.00	6,198.00	7,324.00	8,450.00	9,575.00	60,861.00	74,371.00	87,880.00	101,390.00	114,899.00
522	31.31	38.26	45.21	52.16	59.11	2,504.80	3,060.80	3,616.80	4,172.80	4,728.80	5,427.00	6,632.00	7,837.00	9,042.00	10,246.00	65,125.00	79,581.00	94,037.00	108,493.00	122,949.00
523	33.50	40.94	48.38	55.82	63.25	2,680.00	3,275.00	3,870.00	4,465.00	5,060.00	5,807.00	7,096.00	8,385.00	9,674.00	10,963.00	69,680.00	85,150.00	100,620.00	116,090.00	131,560.00
524	35.85	43.81	51.77	59.73	67.68	2,868.00	3,504.60	4,141.20	4,777.80	5,414.40	6,214.00	7,594.00	8,973.00	10,352.00	11,731.00	74,568.00	91,120.00	107,671.00	124,223.00	140,774.00
525	38.36	46.88	55.39	63.91	72.42	3,068.80	3,750.00	4,431.20	5,112.40	5,793.60	6,649.00	8,125.00	9,601.00	11,077.00	12,553.00	79,789.00	97,501.00	115,212.00	132,923.00	150,634.00
526	41.05	50.16	59.27	68.38	77.49	3,284.00	4,012.80	4,741.60	5,470.40	6,199.20	7,115.00	8,695.00	10,274.00	11,853.00	13,432.00	85,384.00	104,333.00	123,282.00	142,231.00	161,179.00
527	43.92	53.67	63.42	73.17	82.91	3,513.60	4,293.40	5,073.20	5,853.00	6,632.80	7,613.00	9,303.00	10,992.00	12,682.00	14,371.00	91,354.00	111,629.00	131,904.00	152,179.00	172,453.00
528	46.99	57.42	67.85	78.28	88.71	3,759.20	4,593.60	5,428.00	6,262.40	7,096.80	8,145.00	9,953.00	11,761.00	13,569.00	15,376.00	97,739.00	119,434.00	141,128.00	162,823.00	184,517.00
529	50.28	61.44	72.60	83.76	94.92	4,022.40	4,915.20	5,808.00	6,700.80	7,593.60	8,715.00	10,650.00	12,584.00	14,519.00	16,453.00	104,582.00	127,795.00	151,008.00	174,221.00	197,434.00
530	53.80	65.74	77.68	89.62	101.56	4,304.00	5,259.20	6,214.40	7,169.60	8,124.80	9,325.00	11,395.00	13,465.00	15,535.00	17,604.00	111,904.00	136,740.00	161,575.00	186,410.00	211,245.00
531	57.57	70.35	83.12	95.90	108.67	4,605.60	5,627.60	6,649.60	7,671.60	8,693.60	9,979.00	12,194.00	14,408.00	16,622.00	18,836.00	119,746.00	146,318.00	172,890.00	199,462.00	226,034.00

General Circular No. 2017-012: Proposed Changes to Chapters 1, 5, 6 and 19 of the Civil Service Rules

Exhibit "F"

Administrative Schedule

Proposed Pay Schedules to be effective January 2, 2018

AS	Hourly					Biweekly					Monthly					Annual				
	Min	1st Quartile	Mid point	3rd Quartile	Max	Min	1st Quartile	Midpoint	3rd Quartile	Maximum	Min	1st Quartile	Midpoint	3rd Quartile	Maximum	Min	1st Quartile	Midpoint	3rd Quartile	Maximum
601	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
602	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
603	7.25	9.00	10.74	12.48	14.22	580.00	719.40	858.80	998.20	1,137.60	1,257.00	1,559.00	1,861.00	2,163.00	2,465.00	15,080.00	18,705.00	22,329.00	25,954.00	29,578.00
604	7.76	9.63	11.49	13.36	15.22	620.80	770.00	919.20	1,068.40	1,217.60	1,345.00	1,669.00	1,992.00	2,315.00	2,638.00	16,141.00	20,021.00	23,900.00	27,779.00	31,658.00
605	8.30	10.30	12.30	14.30	16.29	664.00	823.80	983.60	1,143.40	1,303.20	1,439.00	1,786.00	2,132.00	2,478.00	2,824.00	17,264.00	21,419.00	25,574.00	29,729.00	33,883.00
606	8.88	11.02	13.16	15.30	17.43	710.40	881.40	1,052.40	1,223.40	1,394.40	1,539.00	1,910.00	2,280.00	2,651.00	3,021.00	18,470.00	22,916.00	27,362.00	31,808.00	36,254.00
607	9.50	11.79	14.08	16.37	18.65	760.00	943.00	1,126.00	1,309.00	1,492.00	1,647.00	2,044.00	2,440.00	2,837.00	3,233.00	19,760.00	24,518.00	29,276.00	34,034.00	38,792.00
608	10.17	12.62	15.07	17.52	19.96	813.60	1,009.40	1,205.20	1,401.00	1,596.80	1,763.00	2,188.00	2,612.00	3,036.00	3,460.00	21,154.00	26,245.00	31,336.00	36,427.00	41,517.00
609	10.88	13.50	16.12	18.74	21.36	870.40	1,080.00	1,289.60	1,499.20	1,708.80	1,886.00	2,340.00	2,794.00	3,248.00	3,702.00	22,630.00	28,080.00	33,530.00	38,980.00	44,429.00
610	11.64	14.45	17.25	20.06	22.86	931.20	1,155.60	1,380.00	1,604.40	1,828.80	2,018.00	2,504.00	2,990.00	3,476.00	3,962.00	24,211.00	30,046.00	35,880.00	41,715.00	47,549.00
611	12.45	15.46	18.46	21.46	24.46	996.00	1,236.20	1,476.40	1,716.60	1,956.80	2,158.00	2,679.00	3,199.00	3,720.00	4,240.00	25,896.00	32,142.00	38,387.00	44,632.00	50,877.00
612	15.54	19.31	23.07	26.84	30.60	1,243.20	1,544.40	1,845.60	2,146.80	2,448.00	2,694.00	3,347.00	3,999.00	4,652.00	5,304.00	32,323.00	40,155.00	47,986.00	55,817.00	63,648.00
613	16.63	20.66	24.69	28.72	32.74	1,330.40	1,652.60	1,974.80	2,297.00	2,619.20	2,883.00	3,581.00	4,279.00	4,977.00	5,675.00	34,590.00	42,968.00	51,345.00	59,722.00	68,099.00
614	17.79	22.10	26.41	30.72	35.03	1,423.20	1,768.00	2,112.80	2,457.60	2,802.40	3,084.00	3,831.00	4,578.00	5,325.00	6,072.00	37,003.00	45,968.00	54,933.00	63,898.00	72,862.00
615	19.04	23.65	28.26	32.87	37.48	1,523.20	1,892.00	2,260.80	2,629.60	2,998.40	3,300.00	4,100.00	4,899.00	5,698.00	6,497.00	39,603.00	49,192.00	58,781.00	68,370.00	77,958.00
616	20.37	25.31	30.24	35.17	40.10	1,629.60	2,024.20	2,418.80	2,813.40	3,208.00	3,531.00	4,386.00	5,241.00	6,096.00	6,951.00	42,370.00	52,630.00	62,889.00	73,149.00	83,408.00
617	21.80	27.08	32.36	37.64	42.91	1,744.00	2,166.20	2,588.40	3,010.60	3,432.80	3,779.00	4,694.00	5,609.00	6,524.00	7,438.00	45,344.00	56,322.00	67,299.00	78,276.00	89,253.00
618	23.33	28.98	34.62	40.27	45.91	1,866.40	2,318.00	2,769.60	3,221.20	3,672.80	4,044.00	5,023.00	6,001.00	6,980.00	7,958.00	48,526.00	60,268.00	72,010.00	83,752.00	95,493.00
619	24.96	31.00	37.04	43.08	49.12	1,996.80	2,480.00	2,963.20	3,446.40	3,929.60	4,326.00	5,373.00	6,420.00	7,467.00	8,514.00	51,917.00	64,481.00	77,044.00	89,607.00	102,170.00
620	26.71	33.18	39.64	46.10	52.56	2,136.80	2,653.80	3,170.80	3,687.80	4,204.80	4,630.00	5,750.00	6,870.00	7,990.00	9,110.00	55,557.00	68,999.00	82,441.00	95,883.00	109,325.00
621	28.58	35.50	42.41	49.33	56.24	2,286.40	2,839.60	3,392.80	3,946.00	4,499.20	4,954.00	6,153.00	7,351.00	8,550.00	9,748.00	59,446.00	73,830.00	88,213.00	102,596.00	116,979.00
622	30.58	37.98	45.38	52.78	60.18	2,446.40	3,038.40	3,630.40	4,222.40	4,814.40	5,301.00	6,584.00	7,866.00	9,149.00	10,431.00	63,606.00	78,998.00	94,390.00	109,782.00	125,174.00
623	32.72	40.64	48.56	56.48	64.39	2,617.60	3,251.00	3,884.40	4,517.80	5,151.20	5,672.00	7,045.00	8,417.00	9,789.00	11,161.00	68,058.00	84,527.00	100,995.00	117,463.00	133,931.00
624	35.01	43.49	51.96	60.43	68.90	2,800.80	3,478.60	4,156.40	4,834.20	5,512.00	6,068.00	7,537.00	9,006.00	10,475.00	11,943.00	72,821.00	90,444.00	108,067.00	125,690.00	143,312.00
625	37.46	46.53	55.59	64.66	73.72	2,996.80	3,722.00	4,447.20	5,172.40	5,897.60	6,493.00	8,065.00	9,636.00	11,207.00	12,778.00	77,917.00	96,773.00	115,628.00	134,483.00	153,338.00
626	40.08	49.78	59.48	69.18	78.88	3,206.40	3,982.40	4,758.40	5,534.40	6,310.40	6,947.00	8,629.00	10,310.00	11,992.00	13,673.00	83,366.00	103,542.00	123,718.00	143,894.00	164,070.00
627	42.89	53.27	63.65	74.03	84.40	3,431.20	4,261.40	5,091.60	5,921.80	6,752.00	7,434.00	9,233.00	11,032.00	12,831.00	14,629.00	89,211.00	110,797.00	132,382.00	153,967.00	175,552.00
628	45.89	57.00	68.10	79.21	90.31	3,671.20	4,559.60	5,448.00	6,336.40	7,224.80	7,954.00	9,879.00	11,804.00	13,729.00	15,654.00	95,451.00	118,550.00	141,648.00	164,747.00	187,845.00
629	49.10	60.99	72.87	84.75	96.63	3,928.00	4,878.60	5,829.20	6,779.80	7,730.40	8,511.00	10,571.00	12,630.00	14,690.00	16,749.00	102,128.00	126,844.00	151,559.00	176,275.00	200,990.00