



HUMAN RESOURCES
Pay Administration
POLICY Number: B-019

5 June 2013

1. **AUTHORITY:** Director of State Civil Service as contained in La. R.S. 36:54; Civil Service Rules; Fair Labor Standards Act (FLSA) and approval of the Civil Service Commission.
2. **PURPOSE:** To establish and maintain uniform application of compensation in accordance with Civil Service Rules in order to attract, retain, and motivate employees whose achievements, work product, and work behaviors support the vision, mission, and philosophy of the department.
3. **APPLICABILITY:** This policy shall apply to all employees of State Civil Service.
4. **POLICY:** It is the Director's policy that all pay adjustments, overtime compensation and special pay rates are equitably applied. No employee shall receive any compensation except as authorized by or pursuant to the provisions of Article X, the Civil Service Rules, the Uniform Classification and Pay Plans and the policies and procedures issued by the Director of State Civil Service. If payments to an employee are found to have been made in violation of these provisions, the Director may take any corrective action deemed appropriate to correct such action.
5. **DEFINITIONS:**
 - A. **BASE PAY:** 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.
 - B. **DEMOTION:** a change of an employee from a position in one job title to a different position allocated to another job.
 - C. **FAIR LABOR STANDARDS ACT (FLSA):** Establishes minimum wage, overtime pay, recording keeping and youth employment standards affecting full time and part time workers in the private sector and in Federal, State and local governments.
 - D. **OVERTIME:** Time beyond regular work hours which may be required by the Director or designee as follows:

- a. **Compensatory Time:** Credit for overtime worked in lieu of immediate payment. Compensatory time will be credited in accordance with FLSA.
 - b. **FLSA Overtime:** Work performed by a non-exempt employee at the direction of the Director or designee in excess of 40 hours in a work week that is compensated at the time and one half rate.
 - c. **State Overtime:** Work performed by an employee at the direction of the Director or designee that is compensated at the hour for hour rate.
- E. PROMOTION:** a change to a different position allocated to a higher job.
- F. REALLOCATION:** a change in the allocation of a position from one job title to another job title.
- G. SPECIAL ENTRANCE RATE:** A set entry rate of pay which is higher than then the minimum for a pay range and which has been established to competitively recruit applicants to a specified job.
- 6. GENERAL:** Civil Service Rules allow for agency flexibility and discretion in the implementation of pay administration. To guide the department's application of these rules, specific policy and procedures for the use of hiring rates, implementation of pay adjustments and overtime payments are outlined throughout this policy. Authority for all pay actions must be approved by the Director.

A. SPECIAL ENTRANCE RATE:

In accordance with Civil Service Rules, the Department has received Commission approval for the following Special Entrance Rates:

Job Title	Range Minimum (Hourly)	SER (Hourly)	SER (Annual)	Effective Date	Commission Approval Date
HR Consultant A - AS 614	\$14.23	\$14.80	\$30,784.00	July 7, 2007	
HR Consultant B – AS 615	\$15.23	\$15.84	\$32,947.00	July 7, 2007	
HR Consultant C – AS 617	\$17.44	\$18.14	\$37,731.00	July 7, 2007	
HR Consultant Specialist – AS 618	\$18.66	\$19.41	\$40,372.00	July 7, 2007	
HR Consultant Supervisor – AS 620	\$21.37	\$22.23	\$46,238.00	July 7, 2007	
HR Asst. Div. Administrator – AS 621	\$22.87	\$23.79	\$49,483.00	July 7, 2007	
HR Division Administrator – AS 623	\$26.18	\$37.02	\$77,001.60	Oct 3, 2012	Oct 3, 2012
IT Technical Support Analyst 1 – TS 307	\$13.42	\$13.96	\$29,037.00	July 7, 2007	
IT Technical Support Analyst 2 – TS 309	\$15.37	\$16.00	\$33,280.00	July 7, 2007	
IT Applications Programmer 1 – TS 307	\$13.42	\$13.96	\$29,037.00	July 7, 2007	
IT Applications Programmer 2 – TS 309	\$15.37	\$16.00	\$33,280.00	July 7, 2007	

1. All incumbents hired into one of the above mentioned job titles shall be paid at the corresponding special entrance rate.
2. Upon implementation of a new special entrance rate, the Director or designee may adjust the salaries of employees working in 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

entrance rate and the current hiring rate. No employee occupying a position with an approved special entrance rate shall be paid below the special entrance rate.

B. EXTRA-ORDINARY QUALIFICATIONS/CREDENTIALS:

The department will follow these provisions and procedures when hiring an applicant who possesses extraordinary job-related qualifications/credentials above the minimum qualifications of the job for which he/she has applied:

1. In order to recruit individuals who possess job-related qualifications that exceed the minimum requirements for the job, the department may offer salaries above the minimum under Civil Service Rules to applicants who possess superior education and experience only when such action is necessary to recruit those persons to work for the department.
2. The department may pay an employee possessing superior job-related qualifications who takes a probationary or job appointment a rate above the minimum but not to exceed the third quartile of the pay range for the job upon hiring or prospectively within one year of the date of hire.
3. Superior education and experience must be verified and documented as job related. The manager shall verify any superior education or experience upon which his/her request for a higher minimum salary upon appointment of a candidate will be based.
4. The pay of current employees occupying affected job titles and possessing the same or similar qualifications may be adjusted to the new hire's rate on the same date that the higher pay rate is granted to the newly hired employee or adjusted up to the percentage difference under Rules. The appropriate manager(s) should verify these superior credentials in the same manner as for a candidate.
5. Any request for pay to be set above the minimum under the Rules must be submitted by the manager on a Personnel Action Request form with verified credentials attached and with written justification for the pay requested. The requested salary must be approved by the Director or the Deputy Director before it is officially offered or paid.
6. Upon receipt of a Personnel Action Request for pay above the minimum for a candidate (prospective employee), the human resources office shall alert the Deputy Director of current employees occupying affected jobs who may possess similar qualifications **if the manager has not already done so.**

7. The Director or Deputy Director shall return any unapproved salary request on its Personnel Action Request form to the manager who initiated it.
8. An employee who resigns his or her permanent status and is then rehired into either the same position or into the same job title or a lower level job in their career progression group at the same agency, shall not be eligible for an increase under this rule unless there is a break in State service of at least 60 days.

C. PROMOTION:

Promotion pay increases will be granted as follows:

1. One grade promotion: pay shall increase by 7%
2. Two grade promotion: pay may increase by up to 10.5%
3. Three or more grade promotion: pay may increase by up to 14%

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 level or higher pay level directly from the detail, his pay eligibility on promotion shall not be less than he received on detail.

D. DETAIL TO SPECIAL DUTY:

Pay adjustments related to Detail to Special Duty will be implemented in the same manner as for a promotion.

E. REALLOCATION:

Changes in the allocation of a position from one job to another by reallocation will be in accordance with Civil Service Rules and the employees pay shall be implemented in the same manner as for promotion.

F. DEMOTION: - VOLUNTARY

When in the best interest of the department or appropriate Division, the Director or Deputy Director may grant voluntary demotions to employees. The employee must prepare and submit a signed memorandum to his/her supervisor and Division Administrator who will forward to the Director for approval. A sample memorandum can be obtained from the human resources division. Upon approval, a personnel action request form must be submitted along with the memorandum initialed by the supervisor and approved by the Division Administrator, to the Director. All paper work is then submitted to the human resources division for processing.

An employee who voluntarily demotes may be conditionally exempted from the mandatory reduction in pay, provided the employee's salary is within the salary range of the job to which he/she demotes. Such waiver of the reduction in pay will cease if the employee is reallocated, detailed or promoted to a higher-level

job. In such cases, the employee's salary increase will be figured from his/her "true" rate, (i.e., the salary he/she would have earned had his/her salary been reduced by 7% at the time of demotion). This condition will be in effect for six months. If no promotion, detail or reallocation occurs within six months from the date of demotion, the condition will be removed and the employee regains eligibility to receive the pay adjustments normally associated with details, promotions and/or reallocations. When effecting demotions without a reduction in pay, the Director or Deputy Director must certify in the "Justification for Action" section of the personnel action form that: **"This exception to the mandatory reduction in pay is not being granted in an arbitrary or fraudulent manner designed to ultimately increase the employee's rate of pay"**.

G. INDIVIDUAL PAY ADJUSTMENT:

Any requests for an individual pay adjustment must be forwarded to the Deputy Director. Only after adequate justification and documentation is approved by the Director or Deputy Director will the request be forwarded to the Commission for approval. Such adjustments shall be granted only within the pay range of the grade to which the employee's position is allocated.

H. ATTAINMENT OF AN ADVANCED DEGREE:

(Requires Commission Approval)

(Last Approved on August 3, 2011)

The department will adhere to the following policy and procedures concerning attainment of an advanced degree in accordance with Civil Service Rules. The department may approve a base pay increase of up to 10% for an employee who attains a Master's Degree or a PhD. from an accredited college or university while employed at the department. The department will consider similar payment for current employees who have attained a Master's degree or PhD. while employed at the department before the effective date of this policy if they were not previously rewarded for attainment of the degree under another Chapter 6 rule.

1. Restrictions:

All payments for attainment of an advanced degree are subject to available funding. This policy shall apply to permanent employees in jobs in the following areas: Human Resources, Information Technology, and Accounting. The degree must be in a field related to the job and/or the position. Examples are:

- Human Resources – Master's in Business Administration, Public Administration, Human Resources, Organizational Psychology
- Information Technology – Master's in Business Administration, Public Administration, Computer Science, Information Services/Decision Services
- Accounting – Master's in Business Administration, Public Administration, Accounting, Auditing

The employee must have a current PES rating of at least satisfactory or successful. No payment shall exceed the maximum of the employee's pay range.

2. Approval Process:
 - a. The employee must present an official transcript to his/her Division Administrator.
 - b. The Division Administrator must prepare a memorandum to the Civil Service Deputy Director documenting how possession of the degree will impact the pursuit of the agency mission.
 - c. If the degree is in an area other than those cited above, the Division Administrator must document how the degree is related to the duties of the position. An example of this could be a Human Resources position that functions as a salary survey specialist. In this case, a Master's degree in Mathematics/Statistics would be a logical substitution for the listed degrees.
 - d. The Human Resources Office must verify the transcript.
 - e. The effective date of the pay increase shall be no earlier than the date that the employee presented an official copy of his/her transcript.

3. Posting and Reporting Requirements:

This policy shall be posted at the Civil Service main office as well as the satellite testing office in Baton Rouge or on the departmental intranet. A listing of all employees who receive increases according to this policy shall be posted in the same manner. A report shall be submitted to the Civil Service Commission on an annual basis reflecting increases given in each fiscal year.

**I. OPTIONAL PAY ADJUSTMENTS
(Requires Commission Approval)
(Last Approved on October 6, 2010)**

1. Provided that funding is available, the department will consider granting either base pay or lump sum adjustments to employees under Civil Service Rules. All increases granted will be restricted to full-time permanent classified employees. All increases must be consistent with the Civil Service Commission guidelines prior to implementation. To follow are examples of optional pay mechanisms:
 - a. To provide for the retention of employees deemed essential to the department.

Employees judged by the Director to be essential to the department may receive a base pay increase up to the maximum allowed of their annual

salary in order to match a written and verified salary offer from a private employer, a non-State governmental entity, or an unclassified position in State government. Employees who are at range maximum may receive a one-time lump sum payment of up to 10%.

b. To adjust pay differentials between comparable employees.

The Director may grant a base pay increase up to the maximum allowed to an employee whose pay is affected by an increase given to other employees in either the same job series or supervisory chain. Such increases will be limited to compression caused by those instances where the implementation of either Civil Service Rule 6.5(b) or 6.5(g), the implementation of a structure adjustment, or similar circumstance caused the pay discrepancy. Employees at range maximum will not be eligible for an increase.

c. To recruit employees with difficult to recruit for jobs.

The Director may grant a base pay increase up to the maximum allowed to a classified state employee in addition to any other compensation granted under Civil Service Rule in order to attract said employee into a difficult to recruit for job. Employees at range maximum may receive a one-time lump sum payment of up to 10%.

d. To provide compensation for employees who perform additional duties.

- 1) The Director may grant a base pay increase up to the maximum allowed by the Civil Service Commission guidelines to an employee who is assigned additional duties on a permanent basis. Such permanent duties shall be documented on an official position description. Employees at range maximum who are assigned additional permanent duties may receive a one-time lump sum up to the maximum allowed by the Civil Service Commission guidelines. The Director may request approval from the Civil Service Commission for payments exceeding the Civil Service Commission guidelines for employees who are assigned additional duties on a permanent basis.
- 2) Employees who are assigned additional duties for a limited time period may receive a lump sum of up to the maximum allowed by the Civil Service Commission guidelines of their base pay for such duties. Payment of such a lump sum may be made in one payment at the end of the duration of the duties or may be spread among several pay periods for the duration of the

assignment for a period not to exceed one year. If the duration of the assignment exceeds one year, a request for payment must be resubmitted to the Director for approval.

- 3) Employees at range maximum who are assigned additional temporary duties may receive a one-time lump sum payment of up to the maximum allowed by the Civil Service Commission guidelines of their base pay. Payment of the lump sum may be made either at the end of the duration of the duties or may be spread among several pay periods for the duration of the assignment for a period not to exceed one year. The Director may request approval from the Civil Service Commission for payments over the Civil Service Commission guidelines for employees who are assigned temporary additional duties.
 - 4) No employee shall be eligible for either a lump sum or base pay increase for additional duties which were compensated according to another Civil Service Rule.
 - 5) In order to be eligible for payment, the additional duties assigned should require that the employee possess new skills or competencies.
 - 6) All Optional Payments for additional duties made under delegated authority will be reported to Civil Service according to current SCS Guidelines, and, in the case of permanent additional duties, be accompanied by an SF-3 detailing those new duties
 - 7) All requests for application of this rule must be submitted to the Deputy Director with a memorandum of justification. An Optional Pay Adjustment Questionnaire for Additional Duties must be completed for all requests for payment for permanent or temporary additional duties.
2. Restrictions:
The maximum increase that an employee may receive in a fiscal year under optional pay rules is 10%.
 3. Posting and Reporting Requirements:
This policy shall be posted at the Civil Service main office as well as the satellite testing offices in Baton Rouge or on the departmental intranet. A listing of all employees who receive increases according to this rule shall be posted in the same manner. An annual report must submit by July 31 to Civil Service detailing all payments made to employees under these rules.

J. OVERTIME

Overtime will be worked when appropriate and necessary to address the needs of the department. Overtime hours shall only be worked upon the approval of the Division Administrator.

1. Compensation for Overtime:
Overtime compensation may be granted in the form of cash payment or compensatory leave earned. Cash shall be paid when required by Civil Service Rules or the FLSA.
2. Calculation of Hourly Rate of Pay for Overtime:
 - a. The hourly rate of pay for State Overtime earned at the hour for hour rate shall be calculated using the employee's regular base pay.
 - b. The hourly rate of pay for all FLSA overtime shall be calculated in accordance with FLSA.
3. Requests to Work Overtime Hours
Before overtime hours are worked by an employee, he must request to work overtime hours and receive prior approval from the appropriate Division Administrator.
4. Compensation Rate: NON EXEMPT employees:
 - a. All FLSA overtime shall be compensated at the time and one half rate.
 - b. State Overtime shall be compensated at the straight (hour for hour) rate, unless an exception has been granted by the Commission, or unless the time and one half rate is allowed under (c) and (d) below:
 - c. State Overtime performed during official office closures due to emergency situations, may be compensated at the time and one half rate.
 - d. State Overtime performed on a holiday may be compensated at the time and one half rate.
5. Compensation Rate: EXEMPT employees:
 - a. No overtime compensation
 - b. Compensation at the straight (hour for hour) rate.
 - c. Overtime performed during official office closures due to emergency situations may be compensated at the time and one half rate.
 - d. Compensation at the time and one half rate may be granted to exempt employees upon Commission approval.

6. CAPS and Required Payments:
 - a. Employees who accrue compensatory leave at the time and one half rate shall accumulate no more of such compensation leave than allowed under the FLSA. Once the maximum balance allowed is reached under the FLSA, any additional overtime in excess of the employee's established FLSA work period must be paid to a non-exempt employee in cash at the time and one half rate.
 - b. Employees who accrue compensatory leave at the hour for hour rate may accrued such hour for hour leave in excess of 360 hours, but no more than 360 hours of such leave shall be carried forward from one fiscal year to the next. For non-exempt employees whose hour for hour compensatory leave balance exceeds the cap, the department shall make payment within 90 days after the beginning of the fiscal year for the excess compensatory leave. For exempt employees whose hour for hour compensatory leave balance exceeds the cap, the department MAY make payment within 90 days after the beginning of the fiscal year for the excess compensatory leave. Any excess leave not paid shall be cancelled.
 - c. If payment is made, the employee's hourly rate of pay shall be calculated in accordance with Civil Service Rules.

7. Compensatory Leave Upon Separation or Transfer:
 1. Time and One half compensatory leave.

Upon separation or transfer from the department, all compensatory leave earned at the time and one half rate and credited to the employee shall be paid according to the method of calculation of hourly rate contained in the FLSA, including those payments made to exempt employees.
 2. Hour for Hour compensatory leave:

Upon separation or transfer from the department, all unused compensatory leave earned at the hour for hour rate by exempt employees may be paid upon separation or transfer. If not paid, the leave shall be cancelled. Unused compensatory leave earned at the hour for hour rate by non-exempt employees shall be paid.

**K. PREMIUM PAY:
(Requires Commission Approval)
(Last Approved on June 5, 2013)**

Premium pay may be granted to combat turnover and retain skilled and knowledgeable employees. At SCS premium pay in the amount of up to .50 cents per hour may be paid to eligible employees occupying positions in the following job titles. Premium pay shall be paid for actual hours worked, excluding overtime. Such additional pay shall not be considered as part of the employee's base pay.

Human Resources Consultant A
 Human Resources Consultant B
 Human Resources Consultant C
 Human Resources Consultant Specialist
 Human Resources Consultant Supervisor
 Human Resources Specialist
 Training and Development Specialist 1
 Training and Development Specialist 2
 Training and Development Specialist 3
 CPTP Operations Manager

This policy is not intended to create any property rights. The agency may reassess “need” and the allocation of funding resources at any time and may rescind or change the amount given at any time. Sufficient notice must be provided to the employee and notification must be sent to State Civil Service of any changes in the amount paid.

Premium pay shall be granted to eligible employees earning an hourly base pay salary of less than the midpoint of their corresponding pay range.

When an eligible employee’s base pay salary reaches the midpoint of the corresponding pay range, the granting of premium pay shall cease.

L. TEST MONITOR OVERTIME:

Compensation for hours worked by part-time, unclassified Head Test Monitors, Assistant Test Monitors and persons in supporting positions by the department at Saturday Testing Centers shall comply with the Fair Labor Standards Act (FLSA) and State Civil Service Rules. This policy applies to all individuals employed by the department to perform part-time test monitoring and related support duties at Saturday Testing Centers, including those who may be employed full or part-time by another state agency.

1. Head Test Monitors :

The position of Head Test Monitor has been determined to be non-exempt from mandatory overtime compensation under the provisions of the FLSA. Therefore, all individuals employed as Head Test Monitors may be eligible for compensation at one and one half times the rate established for the position if they are also employed full-time by another state agency.

2. Assistant Test Monitors:

The position of Assistant Test Monitor has been determined to be non-exempt from mandatory overtime compensation under the provisions of the FLSA. Therefore, individuals employed as Assistant Test Monitors may

be eligible for compensation at one and one half times the rate established for the position if they are also employed full-time by another state agency.

3. **Support Positions:**

When, in order to accommodate Saturday Testing activities, a state facility requires SCS to employ a regular state employee, such as a Police Officer, in the same capacity as his/her regular position, the individual's rate of pay and FLSA status (exempt/non-exempt) shall be the same rate and status established for that regular position. Such an individual's eligibility for overtime payment shall be based on his/her full or part-time status in the same manner as described above for Assistant Test Monitors. For example, a facility might require SCS to employ one of their regular Police Officers to provide security for Saturday Testing activities. If that Police Officer is a full-time employee of the facility, he/she would be compensated at one and one-half times his/her regular Police Officer rate of pay. If the Police Officer is a part-time employee of the facility, he/she would be compensated at his/her regular rate of pay. When the testing site requires State Civil Service to hire non-state employees to perform duties that are outside the scope of test monitor, i.e., guard, maintenance engineer, etc., the Director may negotiate and approve the rate of pay.

M. PAY FOR EMPLOYEE'S APPOINTED AT RANGE MINIMUM

In accordance with Civil Service Rule 6.31, the Director 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.

**N. OTHER COMPENSATION – CELL PHONE DATA PLAN POLICY:
(Requires Commission Approval)
(Last Approved on August 5, 2009)**

State Civil Service will adhere to the following terms governing implementation of a cell phone data plan policy. This policy shall apply to all department positions that require the use of a cell phone data plan as a necessary part of their function. The necessary function will be determined by the Director of State Civil Service.

1. This policy will only pay for the addition of a data plan to an existing cell phone coverage plan already held by the designated employee. The remainder of the cell phone plan payment, and the purchase of the individual cell phone, will remain the responsibility of the employee.
2. This policy will pay up to \$75 per month for each individual data plan approved for usage by the Director. The designated employee must inform the Director of the monthly data plan rate for his/her individual cell phone plan prior to approval.

3. The Director may approve or deny the request based on staff need and/or availability of funds.
 4. Any changes in data plan rates must be reported to the Director for re-approval.
7. **EXCEPTIONS:** The Director of State Civil Service may grant an exception to any provision of this policy, provided such exception shall not be in conflict with Civil Service Rules and Regulations.

s/Shannon S. Templet
Director