

# YOUTH SERVICES POLICY

<b>Title:</b> Attainment of Baccalaureate Degree <b>Next Annual Review Date:</b> 02/04/2018	<b>Type:</b> A. Administrative <b>Sub Type:</b> 2. Personnel <b>Number:</b> A.2.70
<b>Page 1 of 4</b>	
<b>References:</b> Civil Service Rule 6.16 (d); YS Policies A.2.2 "Pay Administration and Management" and A.2.45 "Performance Evaluation System and Performance Adjustments"	
<b>STATUS: Approved</b>	
<b>Approved By:</b> <i>Mary L. Livers, Deputy Secretary</i>	<b>Date of Approval:</b> 02/04/2015

**I. AUTHORITY:**

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405.

**II. PURPOSE:**

To acknowledge and reward the professional development of YS permanent classified employees for going above and beyond the minimum qualifications required, pursuant to the provisions of Civil Service Rule 6.16 (d), Special Pay Provisions.

**III. APPLICABILITY:**

Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Deputy Assistant Secretary, General Counsel, Regional Directors, Facility Directors, Regional Managers, and all permanent classified employees of Youth Services.

**IV. DEFINITIONS:**

**Accredited College or University** - Accreditation is a voluntary, independent review of educational programs to determine that the education provided is of uniform and sound quality. Being awarded accreditation ensures that an institution has been evaluated and that it met set standards of quality determined by the accrediting organization granting the accreditation. A college or university's accreditation is maintained by continued adherence to the set criteria.

**Classified Position** – Any office or position in the Classified Service.

**Electronic Transcript (e-transcript)** - A transcript e-mailed by the university directly to the hiring agency's human resources office [Public Safety Services (PSS) Human Resources (HR)]. (An e-transcript that is printed or forwarded electronically by a student is not considered an official transcript.)

**Official Transcript** - A legal document printed on safety paper which bears the University Seal and the University Registrar's signature.

**Probationary Appointment** – The appointment of a person to serve a working test period in a position.

**Unit Head** - Deputy Secretary, Facility Directors and Regional Managers.

**V. POLICY:**

Pursuant to State Civil Service (SCS) Rule 6.16 (d), it is the Deputy Secretary's policy that permanent classified employees of YS may receive a base pay increase, of up to five percent (5%), for going above and beyond the minimum qualifications required by attaining a job related Baccalaureate degree from an accredited college or university while employed by YS.

Probationary classified employees, who go above and beyond the minimum required qualifications and attained a Baccalaureate degree from an accredited college or university, may receive a base pay increase, up to five percent (5%), once they have attained permanent status.

The Agency may consider similar payment for current employees who have gone above and beyond the minimum qualifications required and have attained a Baccalaureate degree while employed with the Agency before the effective date of this policy, if they were not previously rewarded for attainment of the degree under another SCS Chapter 6 Rule, and if the degree is evaluated and determined that it relates to the employee's current job and/or position.

The Deputy Secretary is authorized to suspend the provisions of this policy due to budgetary issues.

**VI. GUIDELINES:**

- A. The degree must be evaluated by PSS/HR and determined that it relates to the employee's current job and/or position.
- B. The degree must not be listed as a minimum qualification on the SCS job specification for the employee's current job title.
- C. The employee must have a current overall performance evaluation rating of "Successful" or "Exceptional". An employee who is "Un-rated" or "Not Evaluated" may be considered to have a "Successful" rating for the purpose of this policy.
- D. The effective date of the pay adjustment shall be **no earlier than** the date the university or employee presented an official or e-transcript to the supervisor.

- E. No payment shall exceed the maximum of the employee's pay range.
- F. All payments pertaining to this policy shall be prospective.

**VII. PROCEDURES:**

- A. The employee must present an official sealed transcript and diploma to the Unit Head. If the transcript is mailed to PSS/HR directly from the college, or an electronic transcript (e-transcript) is emailed by the university directly to PSS/HR, the employee must ensure the supervisor also receives a copy in order for steps below to occur. (An e-transcript that is printed or forwarded electronically by a student is not considered an official transcript.)
- B. The Unit Head shall forward a request for individual pay adjustment with the following information to PSS/HR:
  - 1. Employee's name;
  - 2. Employee's job title;
  - 3. A statement explaining how the course work and degree relates to the employee's current job, and;
  - 4. How possession of the degree will favorably impact the pursuit of the agency's mission.
- C. PSS/HR shall review the request and submit to the Deputy Secretary/designee the documents listed below for review and approval:
  - 1. A completed Personnel Action Request (PAR) which references Civil Service Rule 6.16 (d) and the percentage amount of the increase being requested;
  - 2. A copy of the official transcript and diploma;
  - 3. A copy of the written recommendation;
  - 4. Compliance with criteria set forth in this policy;
  - 5. Performance Evaluation requirements; and
  - 6. Approval for the availability of funding.
- D. This policy shall be posted in the unit's Human Resources Liaison Office and other main bulletin boards throughout the Unit.
- E. A listing of all employees who receive a pay adjustment under this rule shall be posted on all bulletin boards accessible to unit employees. The listing shall include the employee's name, job title and amount of pay increase.
- F. An annual (fiscal year) agency report shall be compiled by PSS HR for submission to the Undersecretary no later than July 31<sup>st</sup>, documenting the following: employee's names; LA GOV-HCM personnel numbers; job titles; position numbers; base pay and amount of pay adjustment.

- G. Prior to implementation, the Deputy Secretary shall submit this policy to SCS for approval by the Civil Service Commission (SCS). Any subsequent amendments require the approval of the SCS Commission prior to implementation.

**VIII. EXCEPTIONS:**

Requests for exceptions to this policy shall be justified, documented and submitted to the Deputy Secretary for consideration. Exceptions may be granted, provided such exception shall not be in conflict with Civil Service Rules and guidelines.

**Previous Regulation/Policy Number:** N/A

**Previous Effective Date:** N/A

**Attachments/References:**