YOUTH SERVICES
POLICY

Title: Optional Pay **Next Annual Review Date:** 02/04/2017	**Type:** A. Administrative **Sub Type:** 2. Personnel **Number:** A.2.71
	Page 1 **of** 6
References: Fair Labor Standards Act (FLSA); Louisiana Constitution Article X, Part 1, Section 10(A)(1); State Civil Service Rules 6.5 (b) and (g), 6.7, 6.29 and 6.16.2; ACA Standards 2-CO-1C-01, 2-CO-1C-13, 2-CO-1C-22 (Administration of Correctional Agencies), 4-JCF-6C-12 (Performance-Based Standards For Juvenile Correctional Facilities); YS Policy Nos. A.2.1 "Employee Manual", and A.2.12 “Personnel Records”	
STATUS: Approved	
Approved By: *Mary L. Livers, Deputy Secretary*	**Date of Approval:** 02/04/2015

I. AUTHORITY:

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

II. PURPOSE:

Subject to the provisions of C.S. Rule 6.29, an appointing authority may, at his own discretion provided that funding is available, consider either base pay or lump sum adjustments to permanent employees in the following circumstances:

- Matching a job offer;
- Compression pay;
- Recruitment; and
- Additional duties.

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Deputy Assistant Secretary, General Counsel, Regional Directors, Facility Directors, Regional Managers, and all other personnel who are authorized to make recommendations for pay adjustments for employees under their jurisdiction. Payments under C.S. Rule 6.16.2 may only be granted to permanent classified employees.

IV. DEFINITIONS:

Base Pay – Employee’s hourly rate, excluding overtime, per diem, shift differential, payment in kind, premium pay, shift, one-time lump sum payments, or any other allowance for expenses authorized and incurred as an incident to employment.

Base Supplemental Pay - Additional pay above the range maximum, when authorized by the Civil Service 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.

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

Hiring Rate - Pay upon employment shall be at the minimum of the range established for the grade of the job to which the position is allocated.

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

Reassignment – The change within the same department of a probationary or permanent employee from a position in one job to another position in a different job, both jobs of which have the same maximum rate of pay.

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

WAE – Initials used for "When Actually Employed" appointments.

YS Central Office (CO) - Offices of the Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Deputy Assistant Secretary, General Counsel, Regional Directors, and their support staff.

V. POLICY:

It is the Deputy Secretary's policy that YS employees compensated under other SCS pay rules shall not be duplicated under the guidelines of this policy.

It shall be the responsibility of each Unit Head to review the budgetary impact, as well as operational needs of the unit, when considering optional pay adjustments.

VI. PROCEDURES:

A. Matching a Job Offer

1. To provide for the retention of an employee whose loss would be detrimental to state service, the Deputy Secretary may grant an employee up to ten percent (10%) base pay or lump sum to match a verified, non-State job offer or unclassified job offer in a different state department.

2. Documentation of a written and verified salary offer shall be attached to the request before approval is granted. Job offers must be submitted to PSS HR within three (3) days of the offer.

3. Employees who are at the range maximum may receive a one-time lump sum payment only.

4. The Deputy Secretary may ask the SCS Commission to authorize an increase over ten percent (10%) under C.S. Rule 6.16(c). Appropriate documentation must be provided to support the request.

B. Compression Pay

1. Allows the Deputy Secretary to grant a base pay increase of up to ten percent (10%) to a permanent employee to reduce pay compression, realign pay between comparable employees, or alleviate supervisor/subordinate pay inversions caused by job and pay plan changes.

   Such increases shall be limited to compression caused by those instances where the implementation of C.S. Rule 6.5 (b), 6.5 (g), a structure adjustment, or similar circumstance caused the pay discrepancy.

2. The employees' length of service, the proximity of the positions, and what affect the increase will have on other employees shall be considered by the Deputy Secretary.

3. Employees at the range maximum shall not be eligible for an increase.

C. Recruitment

1. Allows the Deputy Secretary to grant a base pay increase of up to ten percent (10%) to a permanent classified state employee, in addition to any other compensation granted under C.S. Rule 6.7, in order to recruit employees into positions for which recruiting is difficult. Justification for the adjustment, i.e., responses to prior internal postings produced no suitable candidates, undesirable work conditions, etc. shall be maintained by PSS/HR.

2. Probational employees hired into positions for which recruiting is difficult may be compensated up to a ten percent (10%) increase upon attainment of permanent status.

3. The certificate of eligible candidates and any other YS criteria utilized must be approved by the Deputy Secretary prior to granting a pay adjustment based on an inadequate pool of candidates.

4. YS internal job postings for critical vacancies shall include a statement advising permanent employees that a ten percent (10%) adjustment may be granted to the selected candidate, provided the employee commits to the job for a minimum of one (1) year.

D. Additional Duties

Allows the Deputy Secretary to compensate employees up to seven percent (7%) in a fiscal year for performing additional duties of either a permanent or temporary nature.

Payments exceeding the seven percent (7%), up to a total of ten percent (10%), will require prior approval from the SCS Commission.

An employee may not receive more than fifteen percent (15%) in base pay increases for the performance of additional duties within three (3) consecutive years.

No employee shall be eligible for either a lump sum or base pay increase for additional duties that were compensated according to another Civil Service rule, such as detail to special duty, premium pay or reallocation.

1. Base Pay Increases

   a. Base pay increases shall only be granted for permanent duty changes.
   b. In order to affect the base pay increase, the official position description must be updated to clearly indicate the additional duties, and shall require that the employee possess new skills or competencies.
   c. The official position description detailing the permanent additional duties must be submitted via PSS HR to the SCS within 30 days of the duties being assigned.
   d. Employees at range maximum are only eligible for a lump sum payment and cannot receive lump sum payments in consecutive years, even if the reasons for the increases are different.

2. Lump Sum Payments

   a. Compensation for temporary additional duties may be awarded as a lump sum payment at the beginning of a project, a lump sum spread out over the length of the project in

biweekly payments, or a lump sum payment granted at the end of a project.

b. If a payment is not to be granted until the end of a project, and the employee is no longer working on the project or has left the position prior to the end of the project, the payment shall not be granted.

c. YS may choose to grant the payment in the form of biweekly recurring lump sum payments spread out over the length of the project for those lasting six (6) months to one (1) year.

Should additional time be required beyond the one (1) year to complete the project, approval from the Deputy Secretary must be granted before the recurring payment continues.

E. All requests for individual pay adjustments under this rule require the prior approval of the Undersecretary, who shall consult with the Deputy Secretary as necessary.

Unit Heads shall submit a written request to PSS/HR for review and forwarding to the Undersecretary, along with a completed "Optional Pay Adjustment Questionnaire for Additional Duties" form [see Attachment A.2.2 (a)] for all requests for payment of permanent or temporary additional duties under delegated authority.

Requests for adjustments that require SCS Commission approval shall be submitted on the "Optional Pay Adjustment Request Form" [see Attachment A.2.2 (a.1)]. The request shall include:

a. Employee name;
b. Employee social security number;
c. Job title;
d. Position number;
e. Current base salary;
f. Type and amount of pay adjustment requested; and
g. Justification

After approval by the Undersecretary, PSS/HR shall process the request for optional pay.

F. No employee shall receive more than the maximum amount allowed by SCS within a fiscal year.

G. This policy shall be posted in the unit's Human Resources Liaison Office and other main bulletin boards throughout the Unit. Unit Heads shall

ensure that a listing of employees who receive a pay adjustment under this rule is posted on all bulletin boards accessible to unit employees. The listing shall include the employee's name, job title and the amount of the pay increase.

VII. REPORTING:

A. PSS HR shall submit an annual (fiscal year) agency report to the Undersecretary no later than July 10th documenting all lump sum and permanent adjustments made.

B. PSS HR shall compile the Unit reports into the YS formal Optional Pay Adjustment Report to be submitted to the Department of SCS no later than July 31st each year.

PSS/HR shall also provide a copy of the report to the Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Deputy Assistant Secretary, and CO Program Manager 4.

C. PSS HR shall maintain a central file containing formal Optional Pay Adjustment Reports for five (5) years for auditing purposes.

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: