

**YOUTH SERVICES
POLICY**

Title: Premium Pay Next Annual Review Date: 11/16/2017	Type: A. Administrative Sub Type: 2. Personnel Number: A.2.72
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References: State Civil Service Rule 6.16 (a); ACA Standards 2-CO-1C-01, (Administration of Correctional Agencies), 4-JCF-6C-12 (Performance-Based Standards For Juvenile Correctional Facilities); 2-7027 (Juvenile Probation and Aftercare Services; YS Policy Nos. A.2.1 "Employee Manual", A.2.12 "Personnel Records", C.1.8 "Firearms Training, Use and Revocation", and C.2.6 "Use of Interventions – Secure Care"	
STATUS: Approved	
Approved By: James Bueche, Ph.D., Deputy Secretary	Date of Approval: 11/16/2016

I. AUTHORITY:

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

II. PURPOSE:

To establish a premium pay policy pursuant to State Civil Service (SCS) Rule 6.16 (a).

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Undersecretary, Chief of Operations, Deputy Assistant Secretary, General Counsel, Regional Directors, Facility Directors, and Regional Managers.

Premium pay shall apply to those employees listed in Section VI. E. Procedures.

IV. DEFINITIONS:

Base Pay - Actual pay excluding overtime, premium pay, shift differential, etc.

Premium Pay - A rate of pay or a schedule of rates used for jobs which have unusual employment conditions to remain competitive. In order to remain competitive with the pay practices of market competitors, the Civil Service 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.

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

YS Central Office (CO) - Offices of the Deputy Secretary, Assistant Secretary, Undersecretary, Deputy 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 premium pay and/or premium pay rates be used to facilitate the retention and recruitment of personnel. Premium pay rates shall include compensatory factors for those areas deemed most critical to each unit.

State Civil Service Commission approval shall be required prior to implementation of any new premium pay rates.

This policy is not intended to create any property rights. The agency may re-assess "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.

VI. PROCEDURES:

- A. Requests for the establishment of new premium pay applications or changes to existing premium pay rates may be requested by the Unit Head. Such requests shall be forwarded to the Undersecretary through PSS/HR, and shall contain the information required by SCS on the "Premium Pay Request" form (see attachment). If approved by the Undersecretary, such request shall be forwarded to the Civil Service Commission (CSC) for approval.

Premium pay approvals will be based on each Regional Office having two Firearms (NRA/POST) instructors, two PPCT Instructors, and one certified armorer. Each secure facility will be allowed up to four SCM Instructors.

- B. Sufficient notice of rate changes to employees outside of the existing approvals may be verbal or written.
- C. Premium pay schedules shall be implemented uniformly within each unit and on a non-discriminatory basis.
- D. Documentation of the use of premium pay schedules shall be provided to PSS/HR in accordance with SCS requirements.
- E. Pursuant to the provisions of this policy, PSS/HR shall be responsible for and maintain an accurate, up-to-date listing of all premium pay rates and the number of positions authorized to receive premium pay for each unit and category, approved by SCS, as follows:

1. Firearms Instructors (POST Certified) and Defensive Tactics Instructors

Premium Pay of up to \$100.00 per month shall be authorized for the Firearms Instructors (POST Certified) and Qualified Defensive Tactics Instructors for each unit as follows:

- a. Firearms Instructors shall successfully complete POST Firearms Instructor School and be a POST Certified Firearms Instructor.
- b. Defensive Tactics Instructors shall either be POST certified or successfully complete the POST curriculum requirements for Defensive Tactics Instructor - Pressure Point Control Tactics.

c. These specialized skills are associated with the employee and not the position.

2. National Rifle Association (NRA) Instructors

Premium Pay of up to \$50.00 per month shall be authorized for NRA Instructors for Probation and Parole.

a. Unit Heads, Facility Directors, Deputy Directors, Assistant Directors, and Regional Directors are not eligible for the NRA Instructor designation of premium pay.

b. The maximum premium pay allowance shall be \$100.00 per month in the event that an employee serves as both a POST Certified Firearms Instructor and NRA Instructor.

3. Safe Crisis Management (SCM) Instructors

Premium Pay of up to \$100.00 per month shall be authorized for SCM Instructors for each secure care facility who successfully complete the:

- a. Safe Crisis Management Instructor Certification Program; and
- b. Annual Management Instructor Recertification Program;

SCM Instructors shall train all required pre-service and in-service SCM classes throughout the year.

4. Armory Positions

Premium pay of up to \$50.00 per month shall be authorized for armory positions located in the CBS regional offices. Employees assigned armory duties must:

- a. Attend armory school; and
- b. Inspect all weapons annually.
- c. Shall not be serving as a Post or NRA Firearms Instructor

F. The premium pay shall be removed when a person is no longer utilized as a Fire Arms (POST Certified), Defensive Tactics, NRA or SCM Instructor, or Armorer.

Instructors are required to teach a minimum of two classes (in each discipline they are certified in) each calendar year to maintain their premium pay approval.

VII. 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: A.2.72

Previous Effective Date: 08/31/2015

Attachments/References: Premium Pay Request CS Form.docx