

# YOUTH SERVICES POLICY

<b>Title:</b> Shift Differential Pay for Certain Job Classes	<b>Type:</b> A. Administrative <b>Sub Type:</b> 2. Personnel <b>Number:</b> A.2.65
	<b>Page 1 of 3</b>
<b>References:</b> Civil Service Rule 6.28; YS Policy A.2.2 "Pay Administration and Management"	
<b>STATUS: Approved</b>	
<b>Approved By:</b> <i>James Bueche, Ph.D., Deputy Secretary</i>	<b>Date of Approval:</b> 08/21/2018

**I. AUTHORITY:**

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

**II. PURPOSE:**

The purpose of this policy is to recruit job applicants and retain current employees by providing additional compensation for shift work and non-standard work hours.

**III. APPLICABILITY:**

This policy shall apply to employees at Bridge City Center for Youth (BCCY), Swanson Center for Youth (SCY), Swanson Center for Youth @ Columbia (SCYC), Acadiana Center for Youth (ACY) and the Office of Juvenile Justice (OJJ) Regional Probation and Parole Officers who occupy positions in the following jobs:

- Juvenile Justice Specialist 1;
- Juvenile Justice Specialist 2;
- Juvenile Justice Specialist 3;
- Juvenile Justice Specialist 4;
- Juvenile Justice Specialist 5;
- Juvenile Justice Specialist 6;
- Criminal Investigator 1; and
- Criminal Investigator 2;

**JJS' must be in a direct care position in order to qualify; those working in a JJS position outside of direct care shall not be afforded shift differential pay.**

- Corrections Juvenile Food Production Worker;
- Corrections Juvenile Food Production Supervisor; and
- Corrections Food Manager 1

#### **IV. DEFINITIONS:**

***Criminal Investigator*** - Responsible for investigating allegations of abuse and/or assaults of youth judicially remanded to a YS secure care facility or staff complaints of battery committed upon them by the youth. Criminal Investigators also investigate all crimes committed on the grounds or within the agency and all escapes from secure care facilities and monitor certain incidents to ensure policies are being followed.

***Juvenile Justice Specialist (JJS)*** – Provides security of youth and assist in application of clinical treatment in accomplishing the overall goal of evaluation and/or treatment of individuals judicially remanded to a YS secure care facility.

***Shift Differential*** - A pay mechanism which may be utilized at the discretion of the Unit Head to compensate employees who work certain designated shifts, which means extra pay allowances made to employees who work nonstandard hours.

***Unit Head*** – Deputy Secretary, Facility Directors and Regional Managers

#### **V. POLICY:**

When funding is available and approved by the Appointing Authority (Deputy Secretary), the Office of Juvenile Justice (OJJ) will pay a shift differential of up to \$2.00 per hour for actual hours worked to employees who work on the shift referenced below, in accordance with Civil Service Rule 6.28.

#### **VI. PAY RATES:**

Pay Rates shall be calculated as listed below.

**Juvenile Justice Specialists and Criminal Investigator 1 & 2**

<b>SHIFT</b>	<b>HOURS</b>	<b>PAY RATE</b>
Evening	3 pm to 9 pm	Up to \$ 2.00 / Hour
Weekend Shift	11 pm Fri. to 11 pm Sun.	Up to \$ 2.00 / Hour
Holiday Shift	12 am to 11:59 pm Daily	Up to \$ 2.00 / Hour

**Food Services Staff**

<b>SHIFT</b>	<b>HOURS</b>	<b>PAY RATE</b>
Weekend Shift	11 pm Fri. to 11 pm Sun.	Up to \$ 2.00 / Hour
Holiday Shift	12 am to 11:59 pm Daily	Up to \$ 2.00 / Hour

**VII. PROCEDURES:**

Payment of shift differential for certain job classes may be implemented by the appropriate Unit Head for recruitment and retention purposes following the approval of the Undersecretary and the Civil Service Director.

1. Shift differential schedules shall be implemented uniformly within each unit and on a non-discriminatory basis.
2. Shift differential pay applies only to regular work hours. Overtime hours and k-time hours worked are not eligible for shift differential pay.
3. Requests for new shift differential applications or changes to existing rates may be sought by the Unit Head. Such requests shall be submitted to Public Safety Services, Human Resources (PSS/HR) for review and forwarding to the Undersecretary for approval.

**Previous Regulation/Policy Number:** A.2.65

**Previous Effective Date:** 8/11/2017

**Attachments/References:** Request for Employee Actions (REA) August 2017.doc

**OFFICE OF JUVENILE JUSTICE  
REQUEST FOR EMPLOYEE ACTION**

<b>NAME:</b>	<b>PERSONNEL NUMBER:</b>	<b>DATE:</b>
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REQUIREMENTS     Drug Testing Requirements Met     No Drug Test Required

ACTION REQUESTED		
<p><b><u>Appointments:</u></b></p> <input type="checkbox"/> Probational Appointment <input type="checkbox"/> Job Appointment <input type="checkbox"/> Noncompetitive Re-employment <input type="checkbox"/> Transfer In <input type="checkbox"/> Promotion <input type="checkbox"/> Detail to Special Duty <input type="checkbox"/> WAE Appointment <input type="checkbox"/> DRPL Preferred Appointment <input type="checkbox"/> Unclassified (Leave of Absence) <input type="checkbox"/> Unclassified Appointment	<p><b><u>Position &amp; Pay Changes:</u></b></p> <input type="checkbox"/> Optional Pay Adjustment <input type="checkbox"/> Attainment of Advanced Degree <input type="checkbox"/> Incentive Award <input type="checkbox"/> Rewards and Recognition <input type="checkbox"/> Special Entrance Rate (SER) Adjustment <input type="checkbox"/> Reallocation <input type="checkbox"/> Reallocation in CPG <input type="checkbox"/> Shift Assignment / Reassignment <input type="checkbox"/> Budget Status Change <input type="checkbox"/> Position Change <input type="checkbox"/> Premium Pay / On Call Pay	<p><b><u>Discipline/Separations:</u></b></p> <input type="checkbox"/> Involuntary Demotion <input type="checkbox"/> Dismissal <input type="checkbox"/> Resigned to Avoid Dismissal <input type="checkbox"/> Reduction in Pay <input type="checkbox"/> Suspension <input type="checkbox"/> Resignation <input type="checkbox"/> Retirement <input type="checkbox"/> Transfer Out <input type="checkbox"/> Layoff <input type="checkbox"/> Separation from Probation <input type="checkbox"/> Termination of Temporary Appointment <input type="checkbox"/> Non Disciplinary Removal <input type="checkbox"/> Death
OTHER: JOB NUMBER / REQUISITION NUMBER:		

Comments:

<b>EFFECTIVE DATE:</b>	<b>LENGTH OF APPOINTMENT (If temporary):</b>
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**ORGANIZATIONAL ASSIGNMENT**

<p><b>PLANNED WORK SCHEDULE</b></p> <input type="checkbox"/> 8 HR/ 5 Day <input type="checkbox"/> 24 HR/7 Day <input type="checkbox"/> 12.33 Shift <input type="checkbox"/> 10 HR/4 Day <input type="checkbox"/> Other	<p><b>EMPLOYEE SUBGROUP</b></p> <input type="checkbox"/> Classified <input type="checkbox"/> Unclassified <p><b>EMPLOYEE GROUP</b></p> <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time %
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<b>FROM: PRESENT POSITION</b>		<b>TO: POSITION TO BE FILLED</b>
	JOB TITLE	
	TIME ADMINISTRATOR GROUP	
	POSITION # / PAY LEVEL	
	SALARY	
	COST CENTER	

ATTACHMENTS     Application     Transcript (if applicable)     Interview Summary

VERIFICATIONS     License/Certification verified by:

NCIC BACKGROUND/REFERENCES CHECKED:     YES     NO    BY:

Submitted by:  SIGNATURE:  DATE:	<p><b>I authorized this action to be taken:</b>  <b>APPOINTING AUTHORITY (REQUIRED):</b></p> SIGNATURE:  DATE:
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