Office of Human Capital Management
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR

JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

DIVISION OF ADMINISTRATION

PERSONNEL POLICY NO. 101

EFFECTIVE DATE: **May 23, 2016**

SUBJECT: **Premium Pay for Office of Technology Services (OTS) Jobs Domiciled at the Louisiana State Penitentiary**

AUTHORIZATION: _____
Barbara Goodson, Appointing Authority

I. POLICY:

In accordance with the authority granted by the Civil Service Commission effective May 23, 2016, it is the policy of the Division of Administration (DOA) to implement Premium Pay for eligible employees in Information Technology (IT) positions.

II. PURPOSE:

The purpose of this policy is to provide the Division of Administration with a tool that allows for flexibility in pay for recruitment and retention purposes.

III. APPLICABILITY:

This policy applies to employee(s) in positions in the Office of Technology Services which are identified in Addendum A.

IV. PROCEDURE:

The Office of Technology Services (OTS) shall maintain a record of those employees who occupy positions in the job titles specified above, who are domiciled in Louisiana State Penitentiary. OTS shall report to the Office of Human Capital Management (HCM) all such positions along with the name of the incumbent (if applicable) on the *Positions Authorized to Receive Premium Pay* form which may be found on the HCM

website. This same form must be completed in the event of the addition of or removal of such position(s) from the organization. It is from this form, which must be signed by the OTS CIO and approved by the appointing authority, that the actual pay of employees who occupy the subject positions will be modified.

HCM will assure that the position is eligible for premium pay and, if appropriate, adjust the position attribute in SAP then forward a copy of the form to Employee Administration. Employee Administration will then make the necessary adjustments to the pay of the incumbent of the subject.

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 with prior State Civil Service approval. Sufficient notice must be provided to the employee.

V. RESPONSIBILITIES:

OTS CIO is responsible for:

Determining which positions and incumbents should be authorized for receiving premium pay in a fair and non-discriminatory manner.

Ensuring that only individuals in positions authorized to receive premium pay do so.

Ensuring that each employee under his supervision, current and new is made aware of this policy and its contents as well as any forthcoming revisions.

Providing for informal discussions of grievances and complaints related to this policy in an effort to resolve problems prior to the filing of a formal complaint.

Maintaining appropriate records of those positions and incumbents authorized for premium pay.

OTS Supervisors are responsible for:

Complying with this policy as directed by the OTS CIO.

VI. EXCEPTIONS:

Requests for exceptions to this policy should be submitted, in writing, to the OTS CIO. If approved, the OTS CIO will submit the request to the Appointing Authority through HCM.

VII. QUESTIONS:

Questions regarding this policy should be directed to the Office of Human Capital Management.

VIII. VIOLATIONS:

Employees found to have violated this policy may be subject to discipline, up to and including dismissal.

ADDENDUM "A"

As of May 23, 2016, the following identifies the positions in the Office of Technology Services that will receive Premium Pay and the applicable Premium Pay rate:

- Premium pay of $100.00 per month is authorized for all employees in the positions listed below domiciled at Louisiana State Penitentiary due to the extreme remoteness of the location:

    - IT Technical Support Specialist 1
    - IT Technical Support Specialist 2
    - IT Technical Support Specialist 3