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COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
**Office of Human Resources**

**DIVISION OF ADMINISTRATION**

**PERSONNEL POLICY NO. 97**

**EFFECTIVE DATE:** March 23, 2015

**SUBJECT:** Flexible Maximum Hire Rate for Laborer

**AUTHORIZATION:**   
Ruth Johnson, Deputy Commissioner

**I. POLICY:**

In accordance with authority granted by the Civil Service Commission, it is the policy of the Division of Administration (DOA) to implement a Flexible Maximum Hire Rate for positions in the Laborer job title.

**II. PURPOSE:**

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

**III. APPLICABILITY:**

This policy shall be applicable to the Louisiana Property Assistance Agency within the Division of Administration.

**IV. PROCEDURE:**

As of March 23, 2015, individuals hired in positions that are in the Laborer job title will be hired at the established flexible maximum hire rate, which is being established at \$8.00 per hour.

Personnel Action Requests (PAR) requesting an appointment in these job titles must reference the flexible maximum hire rate in the "Remarks" portion of the PAR.

As of March 23, 2015, employees who occupy positions in the Laborer job title and whose pay is below the flexible maximum hire rate, will be increased in pay up to the new hire rate.

**V. QUESTIONS:**

Any questions regarding this policy should be directed to the Office of Human Resources.

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**ADDENDUM**

The following chart reflects:

1. The title, job code and pay level of the job for which the DOA is implementing the Flexible Maximum Hire Rate,
2. The July 2, 2007 minimum of the pay grade of the jobs affected, and
3. The actual hire rate that will be utilized by the DOA when filling affected positions in this job from March 23, 2015 forward.

<b>Title</b>	<b>Job Code</b>	<b>Pay Level</b>	<b>Biweekly Minimum 7/2/07</b>	<b>Biweekly Hire Rate 3/23/15</b>
Laborer	129140	WS-203	\$528.80	\$640.00