*State of Louisiana*
DIVISION OF ADMINISTRATION

OFFICE OF HUMAN RESOURCES

"MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

**DIVISION OF ADMINISTRATION**

**PERSONNEL POLICY NO. 17**

**EFFECTIVE DATE:** **November 1, 1989; Revised: 03/14/94; 04/23/03; 09/09/03**

**SUJECT:** **Pay Upon Promotion, Reallocation or Job Correction**

**AUTHORIZATION:** **Whitman J. Kling, Jr. Deputy Undersecretary**

## I. PURPOSE:

The intent of this policy is to assure equitable and appropriate compensation of employees upon their promotion, reallocation or job correction. This policy is also to assure compliance with applicable laws, regulations, rules, etc.

## II. DEFINITIONS:

Promotion – A change of a permanent employee from a position in one job to a position in another job which is assigned to a pay grade with a higher maximum.

Reallocation – A change in the allocation of a position from one job to another wherein the duties of the position have undergone a change.

Job Correction – A change in the allocation of a position as a result of revisions to the job specifications and/or the allocation criteria.

## III. POLICY:

### A. Promotion, Reallocation or Job Correction within the Same Pay Schedule

1. A promotion or reallocation of one grade shall result in a 7% increase.

2. A promotion or reallocation of two grades shall result in a 10.5% pay increase.

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3. A promotion or reallocation of three or more grades shall result in a 14% pay increase.

4. A job correction to a higher grade within the same pay schedule will not result in an automatic pay increase for the employee.

5. A job correction in the same grade in the same pay schedule will not change the pay of the employee.

6. A job correction to a lower grade within the same pay schedule will not result in an automatic decrease in pay for the employee, but shall be subject to provisions of Rule 6.15 (Red Circle Rates).

7. In all promotions, reallocations or job corrections, the employee shall be paid no less than the current minimum of the job to which he/she is promoted, reallocated or job corrected.

8. In all promotions, reallocations or job corrections, the employee shall be paid no more than the current maximum of the job to which he/she is promoted, reallocated or job corrected, unless the rules governing red circle rates apply.

**B. Promotion, Reallocation or Job Correction from One Pay Schedule to Another**

1. A promotion or reallocation from a job assigned to one pay schedule to a job with a higher range maximum in another pay schedule shall be adjusted as follows:

   a. If the maximum of the job to which he is being promoted or reallocated is:

      - Less than 14% above his current maximum, his pay shall be increased by 7%.

      - At least 14% but less than 21% above his current maximum, his pay shall be increased by 10.5%.

      - Equal to or greater than 21% above his current maximum, his pay shall be increased by 14%.

2. A job correction to a grade with a higher range maximum in another pay schedule will not result in an automatic pay increase for the employee.

3. A job correction to a grade with a lower range maximum in another pay schedule will not result in an automatic decrease in pay for the employee, but shall be subject to provisions of Rule 6.15 (Red Circle Rates).

4. A job correction to a grade with the same range maximum in another pay schedule will not change the pay of the employee.

5. In all promotions, reallocations or job corrections, the employee shall be paid no less than the current minimum of the job to which he/she is promoted, reallocated or job corrected.

6. In all promotions, reallocations or job corrections, the employee shall be paid no more than the current maximum of the job to which he/she is promoted, reallocated or job corrected, unless the rules governing red circle rates apply.

## IV. APPLICABILITY:

This policy shall be applicable to all sections within the Division of Administration, both general appropriation and ancillary appropriation.

## V. AUTHORITY:

Civil Service Rules 6.7, Rate of Pay Upon Promotion, 6.8, Pay Upon Reallocation, and 6.8.1, Pay Upon Job Correction or Grade Assignment set forth the percentage increases allowed when an employee is promoted, reallocated or job corrected from one job title to another.

## VI. CERTIFICATION:

The Division of Administration certifies that it will not proceed with a promotion or reallocation, which has the effect of artificially increasing the pay of an employee.

## VII. EXCEPTIONS:

It is possible that budgetary constraints at some point in the future could prevent continued implementation of this policy. In this event, the Appointing Authority may limit the percentage pay increase upon promotion or reallocation to some lesser amount allowed within the Civil Service Rules.

## VIII. QUESTIONS:

Questions should be directed to the staff of the Office of Human Resources.