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. 42

EFFECTIVE DATE: **April 16, 2001; Revised March 10, 2003**

SUBJECT: **Flexible Maximum Hire Rate For Operating Engineer jobs in the Office of State Buildings and Grounds/Capitol Complex Central Plant**

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

I. POLICY:

In accordance with authority granted by the Civil Service Commission and effective April 4, 2001, it is the policy of the Division of Administration (DOA) to implement a Flexible Maximum Hire Rate for positions in the Capitol Complex Central Plant in the following job titles:

a) Operating Engineer 1
b) Operating Engineer 2
c) Operating Engineer Leader
d) Operating Engineer Foreman 1
e) Operating Engineer Foreman 2
f) Operating Engineer Superintendent

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 Office of State Buildings and Grounds, Capitol Complex Central Plant within the DOA.

IV. PROCEDURE:

Beginning March 10, 2003, when hiring employees in positions that are in the following job titles in the Capitol Complex Central Plant, the Office of State Buildings and Grounds will hire at the established Special Entrance Rate, which is attached:

a) Operating Engineer 1
b) Operating Engineer 2
c) Operating Engineer Leader
d) Operating Engineer Foreman 1
e) Operating Engineer Foreman 2
f) Operating Engineer Superintendent

Personnel Action Requests (PAR) requesting an appointment in these job titles must reference the Special Entrance Rate in the "Remarks" portion of the PAR.

As of March 10, 2003, employees who occupy positions in job titles affected by this Special Entrance Rate and whose pay is below the Special Entrance Rate, will be increased in pay up to the Special Entrance Rate

V. QUESTIONS:

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

ADDENDUMA

Effective April 4, 2001 the Civil Service Commission approved a Flexible Maximum Hire Rate for positions in the Operating Engineer job series in the Office of State Buildings and Grounds, Capitol Complex Central Plant.

The following chart reflects:

1. The pay level of the jobs affected, and

2. The 11/25/02 minimum of the pay grade of the jobs affected, and

3. The Flexible Maximum Hire Rates Authorized on April 4, 2001, and

4. The actual hire rates that will be utilized by the Office of State Buildings and Grounds when filling positions in these jobs from March 10, 2003 forward.

TITLE	JOB CODE	WS LEVEL	BIWEEKLY MINIMUM	BIWEEKLY HIRE RATE 3/10/03
Operating Engineer 1	129430	211	$757.60	$836.00
Operating Engineer 2	129440	212	$810.40	$895.20
Operating Engineer Leader	129420	213	$867.20	$957.60
Operating Engineer Foreman 1	129400	214	$928.00	$1,024.00
Operating Engineer Foreman 2	129410	215	$992.80	$1,096.00
Operating Engineer Superintendent	130190	217	$1,136.80	$1,255.00