



State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF HUMAN RESOURCES

"MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

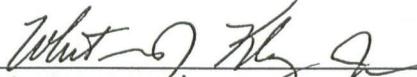
DIVISION OF ADMINISTRATION

PERSONNEL POLICY NO. 57

EFFECTIVE DATE: March 17, 2003

SUBJECT: Flexible Maximum Hire Rate For Plumber/Pipefitter Master

AUTHORIZATION:


Whitman J. Kling, Jr., Deputy Undersecretary

I. POLICY:

In accordance with authority granted by the State Civil Service Commission and effective November 25, 2002, it is the policy of the Division of Administration (DOA) to implement a Flexible Maximum Hire Rate for positions in the following job title:

- Plumber/ Pipefitter Master

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 all sections of the DOA, both ancillary and appropriated.

IV. PROCEDURE:

As of March 17, 2003, when hiring employees in positions that are in the following job titles, the DOA will hire at the established Special Entrance Rate, which is attached:

- Plumber/ Pipefitter Master

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

As of March 17, 2003, employees who occupy positions in job titles affected by this Special Entrance Rate will be increased in pay by a percentage as indicated in the attachment to this policy or brought up to the Special Entrance Rate, whichever is greater, not to exceed the Maximum of the pay grade.

V. QUESTIONS:

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

ADDENDUMA

Effective November 25, 2002, the Civil Service Commission approved a Flexible Maximum Hire Rate for positions in the Plumber/Pipefitter Master job title statewide.

The following chart reflects:

1. The title, job code and pay level of the job title affected, and
2. The 11/25/02 minimum of the pay grade of the jobs affected, and
3. The percentage increase which will be implemented for employees in the affected job effective March 17, 2003, and
4. The actual hire rate that will be utilized by the DOA when filling positions in this job from March 17, 2003 forward.

TITLE	JOB CODE	WS LEVEL	BIWEEKLY MINIMUM	PERCENT	HIRE RATE 3/17/03
Plumber/ Pipefitter Master	146330	213	\$867.20	5%	\$1,204.80