State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF HUMAN RESOURCES

KATHLEEN BABINEAUX BLANCO
GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

DIVISION OF ADMINISTRATION

PERSONNEL POLICY NO. 59

EFFECTIVE DATE: **November 20, 1999**

REVISED DATE: **March 31, 2003; June 25, 2004; April 13, 2007; August 20, 2007**

SUBJECT: **Flexible Maximum Hire Rate for Facility Planning and Control Manager**

AUTHORIZATION: _____
Barbara Goodson, Assistant 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 Facility Planning and Control Manager 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 all sections within the Division of Administration.

IV. PROCEDURE:

As of August 20, 2007 individuals hired in positions that are in the Facility Planning and Control Manager job title will be hired at the established flexible maximum hire rate, which is being established at the midpoint of the TS-316 pay range.

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 August 20, 2007, employees who occupy positions in the Facility Planning and Control Manager 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.

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 August 20, 2007 forward.

Title	Job Code	Pay Level	Biweekly Minimum 7/2/07	Biweekly Hire Rate 8/20/07
Facility Planning and Control Manager	161950	TS-316	$1974.40	$2952.00