State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF HUMAN RESOURCES

M" ' "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

DIVISION OF ADMINISTRATION

PERSONNEL POLICY NO. 64

EFFECTIVE DATE: **October 21, 2003**

SUBJECT: **Flexible Maximum Hire Rate For HVAC / Refrigeration Mechanic Job**

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

I. POLICY:

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

- HVAC / Refrigeration Mechanic

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:

Beginning October 21, 2003, when hiring an employee in this position in the following job title, the DOA will hire at the established Special Entrance Rate, which is attached:

- HVAC / Refrigeration Mechanic

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

V. QUESTIONS:

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

ADDENDUM

Effective November 25, 2002, the Civil Service Commission approved a Flexible Maximum Hire Rate for the HVAC / Refrigeration Mechanic job title.

The following chart reflects:

1. The job code, title and pay level of the job affected,

2. The October 21, 2003 biweekly minimum of the pay grade of the job affected, and

3. The actual biweekly hire rate that will be utilized by the DOA when filling this position from October 21, 2003 forward.

Job Code	Title	Pay Level	Biweekly Minimum 10/21/03	Biweekly Hire Rate 10/21/03
129030	HVAC / Refrigeration Mechanic	WS-213	$ 867.20	$1,036.00