



State of Louisiana
Division of Administration
Office of Technology Services

POLCY NO. 6

EFFECTIVE DATE: May 23, 2016

SUBJECT: OTS Shift Differential Pay

AUTHORIZATION:


Richard "Dickie" Howze, Chief Information Officer

I. POLICY:

In accordance with Division of Administration (DOA) Personnel Policy No. 40, *Shift Differential Pay*, and Civil Service Rule 6.28, the policy of the Office of Technology Services (OTS) is to pay shift differential to full-time employees who are required to work regularly scheduled, defined shifts beyond DOA's core office hours. Those employees so assigned may be compensated at the shift differential rate of \$1.50 per hour for each such hour actually worked if:

1. Funding is available;
2. The procedures set forth in this policy are satisfied; and
3. Payment is approved by the CIO and Appointing Authority.

II. PURPOSE:

The intent of this policy is to fairly and uniformly compensate employees for working less desirable, yet necessary shifts to ensure continuation, without interruption, of vital IT services.

III. APPLICABILITY:

This policy applies to all OTS employees who are assigned to work designated shifts that are authorized to receive shift differential pay.

IV. DEFINITIONS:

Shift Differential Pay - The authorized hourly rate (over and above the base rate per hour) payable to employees for working regularly scheduled, defined shifts beyond DOA's core office hours. The shift differential pay authorized hereby is \$1.50 for each hour actually worked. Shift differential pay is not considered in calculating base pay for purposes of retirement or leave; however, shift differential pay is included in calculating overtime compensation and is subject to normal tax withholdings.

Core Office Hours - Customary business hours of 8:00 a.m. through 5:00 p.m., Monday through Friday, during which each OTS section must be accessible, staffed and fully operational to provide IT services.

V. PROCEDURES:

Shift Assignments

OTS's selection of sections and designation of schedules for which shift differential pay is available are based upon the inherent responsibilities associated with the functions of the technologies assigned, as well as the necessity of timely providing necessary resources to address business needs. OTS employees designated as eligible to receive shift differential pay will be afforded the opportunity to request to work such alternative shift schedules. In the event no employee requests to do so, OTS management will assign and require employees to work such shifts based upon the qualifications needed to best serve the operational needs of the section.

Eligibility

OTS Section Heads, with the approval of the CIO, shall designate the positions which are eligible for shift differential pay. Such eligibility must be noted on the approved Position Description (SF-3 or SF-3A). Additionally, employees occupying positions which are so eligible must have a Shift Differential Request Form (OF-756) signed by the OTS Section Head and CIO and approved by the Appointing Authority.

VI. VIOLATIONS:

Violations of this policy will be addressed via the disciplinary process authorized by the Civil Service Rules.

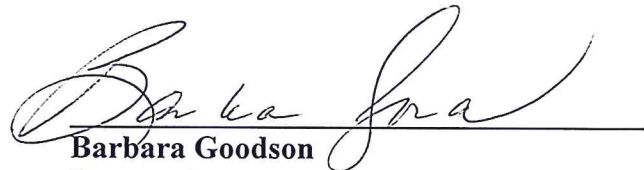
VII. EXCEPTIONS:

Exceptions to this policy may be granted on a case-by-case basis by the CIO with approval of the Appointing Authority.

VIII. QUESTIONS:

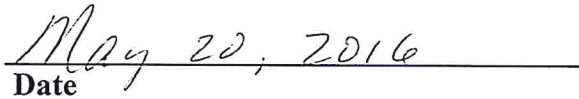
Questions regarding this policy should be addressed to the OTS Director of Strategic Planning and Administration at (225) 342-7105.

APPROVED:



A handwritten signature in cursive script, appearing to read "Barbara Goodson", is written over a solid horizontal line.

**Barbara Goodson
Deputy Commissioner**



A handwritten date "May 20, 2016" is written over a solid horizontal line.

Date