BOBBY JINDAL
GOVERNOR

PAUL W. RAINWATER
COMMISSIONER OF ADMINISTRATION

State of Louisiana

Division of Administration
Office of Human Resources

DIVISION OF ADMINISTRATION

PERSONNEL POLICY NO. 87

EFFECTIVE DATE: **April 2, 2008; July 11, 2012**

SUBJECT: **Payment for Attainment of an Advanced Degree**

AUHORIZATION: _____
Steven Procopio, Appointing Authority

I. POLICY:

In accordance with Civil Service Rule 6.16(h), permanent classified employees of the Division of Administration (DOA) may receive a base pay increase, not to exceed 10% within a fiscal year, for attainment of a job related Master's Degree, Ph.D., or their equivalent (i.e. JD, MD, Ed.D), from an accredited college or university while employed by the DOA.

Probational classified employees who attain a job related Master's degree, Ph.D., or their equivalent from an accredited college or university while employed by the DOA may receive a 10% base pay increase once they have attained permanent status.

Similar compensation may be approved for current employees who attained an advanced degree while occupying a position within the DOA prior to the effective date of this policy. However, the degree could not have been attained prior to July 1, 2007 to qualify under this policy. Further, such compensation will not apply to employees who were previously rewarded for attainment of the degree under another Civil Service Rule.

II. PURPOSE:

The purpose of this policy is to recognize employees who further their education in order to provide a better-educated workforce and to provide a retention incentive to those employees who further their education in a chosen field.

III. APPLICABILITY:

This policy is applicable to all full-time permanent classified employees in all sections of the Division of Administration, both general and ancillary appropriation.

IV. PROVISIONS:

A. This policy applies to all jobs within the Division of Administration, if the degree is evaluated and determined that it relates to the employee's current job and/or position.

Some examples of qualifying degrees are listed below. However, this is not an exhaustive list:

(1) Human Resources – Master's in Business Administration, Human Resources, Public Administration, Organizational Psychology.

(2) Accounting – Master's in Business Administration, Accounting, Auditing, Public Administration.

(3) Information Technology – Master's in Business Administration, Information Services/Decision Sciences, Computer Science, Public Administration.

B. The employee must have a current overall Performance Evaluation System (PES) rating of at least "Successful." An employee who is "Un-rated" or "Not Evaluated" may be eligible for an Advanced Degree adjustment.

C. The effective date of the pay adjustment shall be no earlier than the date the employee presents an official transcript to his supervisor.

D. This policy does not apply to classified employees whose position's minimum qualifications require a Master's Degree or Ph.D.

E. No payment shall exceed the maximum of the employee's pay range.

F. Retroactive pay will not be allowed.

V. PROCEDURE:

- The employee must present an official transcript to his immediate supervisor.

- The supervisor must forward to the section head the official transcript and a written recommendation containing the following information:

    1. Employee's name and job title.

    2. Statement explaining how the course work and degree relates to the employee's current job, and how possession of the degree will favorably impact the pursuit of the section's mission.

- The section head will review the request and make a recommendation to the appointing authority. If the recommendation supports increasing the pay of a qualified employee, the section head will also recommend a specific increase amount for the payment.

- Once the request is approved by the section head, the documents listed below must be forwarded to the Office of Human Resources for review and verification:

    1. A completed Personnel Action Request (PAR) which references Civil Service Rule 6.16(h) and the percentage amount of the increase being requested.

    2. The employee's official transcript.

    3. The written recommendation.

- The Office of Human Resources will forward the request to the appointing authority for final approval.

VI. RESPONSIBILITIES:

DEPUTY/ASSISTANT COMMISSIONERS AND EQUIVALENT are responsible for:

Holding section heads under their supervision accountable for adhering to all aspects of this policy.

SECTION HEADS are responsible for:

Ensuring funds are available within the section's budget prior to recommending approval to the Appointing Authority.

Ensuring there is consistent treatment among employees.

Maintaining a posting of this policy in work locations that are accessible to all employees.

Ensuring that the listing of recipients of advanced degree adjustments, received from the Office of Human Resources on an annual basis, is posted in the section and remains posted for no less than a one-month period.

MANAGERS/SUPERVISORS are responsible for:

Complying with this policy as directed by the Section Head.

OFFICE OF HUMAN RESOURCES is responsible for:

Reviewing requests for award of advanced degrees for compliance with this policy and making a recommendation to the appointing authority.

Ensuring that payments are processed for approved advanced degree requests.

Maintaining a record of advanced degree adjustment made under this policy for the purpose of audit by the Department of State Civil Service.

Ensuring that a listing of all recipients of advanced degree adjustments are provided to the section heads and posted in the Office of Human Resources for no less than a one-month period on an annual basis.

Providing a report of all payments to employees, for the prior fiscal year, to the Department of State Civil Service by July 31st of each year.

Ensuring that this policy and subsequent revisions are provided to section heads for posting.

VII. VIOLATIONS:

Violation of this policy may result in disciplinary action being taken.

VIII. QUESTIONS:

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

IX. EXCEPTIONS:

Requests for exceptions to this policy shall be justified, documented and submitted to the appointing authority for consideration.