Revised July 15, 2023

LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

SECRETARY'S POLICY AND PROCEDURE MEMORANDUM (PPM) NO. 52

SUBJECT: DOTD Pay Policy

EFFECTIVE DATE: September 1, 1997

INSTRUCTIONS: This memorandum supersedes all other memoranda and manuals.

This memorandum reflects DOTD's pay policies and includes pay requirements contained in Civil Service (CS) Rules as well as discretionary pay policies allowed by CS Rules.

1. PAY UPON EMPLOYMENT

Pay upon employment will be at the **minimum** of the range established for the job being filled, **except** in the following situations:

A. Conversion from Job or Probational Appointment

The pay of a job appointee or a probational appointee will not be reduced when the employee is earning more than the minimum and is then probationally appointed to the same job or a different job with the same maximum rate of pay without a break in service. [CS Rule 6.5(a)]

B. Special Entrance Rate (SER)

When economic or employment conditions cause substantial recruitment or retention difficulties, the Department may implement SER's with the approval of the Civil Service Commission. The Department may request the Civil Service Commission to authorize the employment of qualified applicants at a SER within the job's pay range. All new hires are paid at the SER, and upon approval of the SER, the salaries of existing employees may also be adjusted depending upon the availability of funds. All current employees already earning above the new SER may receive a salary adjustment not to exceed the percent difference between the current hiring rate and the new SER for their job title. All current employees must at least earn the new SER. Requests must be submitted through the appropriate Office Head to the HR Section and include a detailed description of the business reason for requesting the SER, supporting documentation as specified by the SER Questionnaire, the amount of pay being requested, and the pay deemed necessary to eliminate pay disparity(ies) caused by the implementation of a SER. The Undersecretary will approve or deny the request prior to submission to Civil Service and the Civil Service Commission for approval as necessary. **Attachment A lists all SERs currently in effect for DOTD jobs.** [CS Rule 6.5 (b)]

C. Reentering the Classified Service Without a Break in Service

An Appointing Authority may require a State employee to resign from a position in which he/she has permanent status in order to accept a new probational appointment with DOTD. When the employee accepts such an appointment, without a break in service, and the pay grade of the job is higher than the job the employee formerly held with permanent status, the employee shall receive the salary increase that would have been granted had the employee been promoted. This provision, however, does not apply to an employee who was dismissed or resigned to avoid dismissal. [CS Rule 6.5(h)]

D. Reemployment Eligibility Rate (Former Rate Earned)

At the discretion of the hiring Appointing Authority, the pay of a former State classified employee (except one being restored to duty following military service or being reemployed following a layoff) who has had a break in service of at least 30 days may be fixed anywhere in the range that does not exceed the highest salary previously earned while serving with permanent status in a classified position, other than detail to special duty. If the range for the job has been adjusted and the range minimum is higher than his/her former salary, pay will be set at range minimum. If the former salary is higher than the range maximum, pay may be set at the maximum for the position into which he/she is being employed. This shall not apply to a former employee who was dismissed or resigned to avoid dismissal. [CS Rule 6.5(c)]

E. Classified When Actually Employed (WAE) Appointments

When a qualified applicant is hired on a classified WAE appointment, the employee's pay may be set anywhere in the pay range at the time of hire in order to recruit applicants for temporary appointments and to compensate the employee for his/her ineligibility for certain benefits, such as leave accrual, insurance, etc. Requests to employ on a classified WAE appointment and the proposed salary must be fully justified in writing (submit through chain of command to the HR Section) and approved by the DOTD Secretary *prior* to an employment offer. Employees on classified WAE appointments must qualify and are restricted to working 1245 hours in a twelve (12) month period. [CS Rule 6.5(d)]

F. Extraordinary Qualifications/Credentials

CS Rule 6.5(g) allows agencies to hire persons with superior qualifications and/or credentials at a rate between the minimum and midpoint of the salary range. Rates are available on both the CS Website and the DOTD Intranet site. Upon HR's approval Appointing Authorities may offer to exceptionally qualified applicants a

starting salary up to the midpoint when the applicant's qualifications are clearly superior and the special pay rate is clearly justified based on Civil Service and DOTD Guidelines. This special pay rate must be made effective at the time of the applicant's probational or job appointment or at any time within one year of the appointment. If paid after the effective date of the appointment, the pay adjustment must be prospective and based solely on extraordinary qualifications and/or credentials of the employee at the time of appointment. The use of 6.5(g) rates is tied to probational or job appointments; as such, an employee who is hired under this rule may also be eligible for an additional 6.5(g) pay rate, provided that the subsequent special pay is granted for a different probational appointment and supported by job-related credentials and/or qualification that are clearly extraordinary. Any employee with permanent status who resigns and is then rehired into a job with a lower maximum shall not be eligible for an increase under this rule unless there has been a break in state service of at least 30 days. Also, a DOTD employee with permanent status who resigns and is then rehired into the same position or into the same job title shall not be eligible for an increase under this rule unless there has been a break in state service of at least 30 days. Civil Service will conduct post-audits of these appointments; therefore, the Appointing Authority must obtain prior approval from his/her Office Head and the HR Section before making a job offer by submitting a letter of justification, which must include the following:

(1) Reasons for the special pay request; how qualifications and/or credentials are job related and pertinent to the performance of the required duties of the position (i.e., enables the employee to more quickly or better perform the duties of the position or to meet some highly specialized need of the position that is not addressed in the minimum qualifications for the job);

(2) The basis and effective date for the proposed salary;

(3) A certification by the Appointing Authority that all credentials used to justify the higher pay have been verified (i.e., degree verified by transcripts, experience verified by contacting former employers, etc.);

(4) A certification that the following conditions are not present:

   (a) Filling an entry/lower-level position and the special qualifications allow the candidate to be hired at a higher level in the series;
   (b) Employees who could be promoted possess the same credentials or skills;
   (c) Other applicants with similar credentials are willing to accept the position at the minimum pay rate;
   (d) The qualifications are commonly possessed by applicants or easily acquired through on-the-job training.

Each time this special pay rate is used, the Appointing Authority must also review the qualifications of all current probational, job appointment and permanent employees who occupy the same job title and determine whether any possess the same or equivalent qualifications or credentials. If such a situation does exist, the Appointing Authority will submit a written recommendation to the HR Section as to whether and to what extent salaries of such employees should be adjusted. The Undersecretary will approve or deny the request based on estimated costs and funding availability. Salaries of such employees may be adjusted up to but not to exceed the percent difference between the minimum rate and the special hiring rate. These adjustments will be made on the same date that the special rate is given to the 6.5(g) candidate. The HR Section will maintain records of approved requests for CS post-audit. [CS Rule 6.5(g)]

If an Appointing Authority and the HR Section are not in agreement regarding a 6.5(g) request, the request will be reviewed by the Undersecretary. The Undersecretary will make the final decision.

2. PAY DURING EMPLOYMENT

A. Pay Upon Promotion

When a permanent employee is given a one grade promotion, his/her pay shall be increased by 7%; a two grade promotion may be given in an amount not to exceed a 10.5% increase; and a three or more grade promotion may be given in an amount not to exceed a 14% increase. [CS Rule 6.7(b)] If the promotion is to a job in another pay schedule that has a higher range maximum, the promotional increase is based upon the percent difference of the range maximums. [CS Rule 6.7(e)]

Percentage Difference = (New Maximum divided by the Old Maximum) – 1

(1) If the percent difference is less than 14%, the employee shall receive a 7% increase to the base salary.

(2) If the percent difference is 14% but less than 21%, the employee shall receive a 7% increase but not exceed 10.5%.

(3) If the percent difference is 21% or greater, the employee shall receive a 7% increase but not exceed 14%.

An employee cannot be paid above the maximum or below the minimum of the job's pay range. When an employee has been detailed with pay to a higher job and then is promoted to the same job or to a job at the same pay level or higher pay level directly from detail, the employee shall not be paid

less than he/she earned on detail. [CS Rule 6.7(d)]

B. Pay Upon Reallocation

(1) If a position is reallocated to a **higher grade**, the employee's pay is set in accordance with Section 2, A. Promotions. [CS Rule 6.8(a)]

(2) If the position is reallocated to a **lower grade,** the affected employee's pay does not change [CS Rule 6.8(b)], but is frozen (red circled) if the employee's pay is above the maximum of the lower-level classification. [CS Rule 6.15(d)]

(3) If the classification to which the position is reallocated is the **same grade** level, the employee's pay does not change. [CS Rule 6.8(c)]

C. Pay Upon Job Correction or Grade Assignment

(1) If the job to which the position is job corrected is in a higher grade in the same pay schedule or is in a grade with a higher range maximum in another pay schedule, or if the job is assigned to a higher grade in the same pay schedule or to a grade with a higher range maximum in another schedule, the affected employee's pay shall not change. An employee shall not be paid below the minimum of the higher range. [CS Rule 6.8.1(a)]

(2) If the job to which the position is job corrected is in a lower grade in the same pay schedule or is in a grade with a lower range maximum in another pay schedule, or if the job is assigned to a lower grade in the same pay schedule or to a grade with a lower range maximum in another schedule, the affected employee's pay shall not change, but shall be subject to provisions of Rule 6.15. [CS Rule 6.8.1(b)]

(3) If the job to which the position is job corrected is in the same grade in the same pay schedule or is in a grade with the same range maximum in another pay schedule, or if the job is assigned to the same grade in the same pay schedule or to a grade with the same range maximum in another schedule, the affected employee's pay shall not change. [CS Rule 6.8.1(c)]

D. Pay Upon Transfer or Reassignment

(1) When a permanent or probationary employee laterally transfers from another agency or is reassigned within DOTD without promotion or demotion, his/her pay does not change without his/her permission. [CS Rule 6.9]

(2) When a permanent employee transfers to a job with a higher maximum salary, his/her pay shall increase in accordance with the pay provisions for promotion [CS Rule 6.7]

(3) When an employee transfers to a job with a lower maximum salary, his/her pay shall be set in accordance with the pay provisions for demotion [CS Rule 6.10]

E. Pay Upon Demotion

A DOTD employee who voluntarily demotes (except as noted below under Special Provisions) to a job title with a lower maximum pay rate shall be required to take a reduction in pay as follows: 7% reduction for a one grade demotion; 10.5% reduction for a two grade demotion; and 14% reduction for a three or more grade demotion. If the demotion is to a job in another pay schedule that has a lower range maximum, the reduction is based upon the percent difference of the range maximums. (An employee cannot earn more than the maximum or less than the minimum of the pay range for the job he/she occupies). [CS Rule 6.10]

Percentage Difference = (Old Maximum divided by the New Maximum) – 1

- If the percent difference is less than 14%, the employee shall receive a 7% reduction.

- If the percent difference is 14% but less than 21%, the employee shall receive a 10.5% reduction.

- If the percent difference is 21% or greater, the employee shall receive a 14% reduction.

(1) Special Provisions:

(a) If the reason for the voluntary demotion is the employee's failure to maintain a license or other credential(s) required for the position due to medical reasons or as an ADA accommodation, the employee will be exempt from the mandatory pay cut; however, the Appointing Authority must require and provide to HR verification of such.

(b) If the reason for the voluntary demotion is in lieu of a layoff, due to medical reasons, or as an ADA accommodation the employee may be granted an exemption regardless of whether one was granted previously.

(c) The waiver of the pay cut, however, ceases when the employee is either detailed, reallocated, or promoted to a higher-level job, at which time his/her pay level must surpass the pay level from which

he/she demoted, before an increase in pay is applied. If moving to a job in another pay schedule, the percent difference in the range maximums will be used to determine the number of pay levels exceeded. [CS Rule 6.7(g))

(d) An employee cannot earn more than the maximum of the salary range of the job to which he/she is demoting, so in some cases the employee will suffer a pay cut of greater than 14% regardless of the reason for the voluntary demotion.

(e) Appointing Authorities may request an exception to the mandatory pay cut for employees who voluntarily demote. Such requests must include specific and compelling justification to be considered an exception. Such exceptions shall only be granted upon the written approval of the DOTD Secretary.

F. Pay Upon Detail to Special Duty

When an employee is temporarily assigned to a position on detail to special duty with a higher pay grade, his/her pay shall be set in accordance with Section 2, A. Promotions. If detailed to a lower pay grade, his/her pay does not change, even if it is above the maximum of the lower range. Extensions beyond one year, the appointment of an employee that does not meet the minimum qualifications, and/or the appointment of a probational employee must first be approved internally through the appropriate chain of command (up to and including the appropriate Office Head) prior to submission to the HR Section for review. These requests will also require prior approval of the Director of Civil Service and the HR Section will coordinate with Civil Service to obtain approval. [CS Rule 6.11]

G. Market Adjustments

(1) To maintain market competitiveness, employees in active status on January 15 (six months prior to the disbursement date), except for those serving as classified When Actually Employed (WAE), shall be granted a market adjustment on July 15 each year. [CS Rule 6.32]

(2) The amount of each base pay adjustment shall be as follows:

(a) If the employee's hourly rate of pay is fixed at a point from the minimum up to the midpoint of the pay range, his/her pay shall be increased by 4%.

(b) If the employee's hourly rate of pay is fixed at a point above the midpoint up to the maximum of the pay range, his/her pay shall be increased by 3%.

(3) All increases herein authorized are subject to the requirement that no

employee's pay shall exceed the maximum rate of pay established for the job.

(4) Any adjustment or increase which an employee receives under the provisions of other rules, unless otherwise indicated, shall not affect such employee's ability to receive increases authorized under this rule.

(5) An employee who has a current official overall Performance Evaluation of "Needs Improvement/Unsuccessful" or equivalent shall not be granted any increase under the provisions of this rule.

(6) For all employees on detail to special duty, the market adjustment shall be calculated based upon the authorized rate of pay for their regular position. The employee's rate of pay while on detail shall be recalculated based on the new rate of pay for their regular position.

H. Overtime Pay

For detailed information regarding payment for overtime work, refer to PPM No.12, Compliance with Fair Labor Standards Act (FLSA). [CS Rules, Chapter 21]

I. Holiday Pay

An employee may not be paid for holidays if (1) his/her regular work schedule averages less than 20 hours a week, (2) he/she occupies a non-leave earning position (i.e. Student or "When Actually Employed" (WAE)), or (3) he/she is on leave without pay immediately preceding and following a holiday period. For example, if an employee were on leave without pay on the day before a holiday (even if it were only for the last hour of his/her regular work day) and the day after the holiday (even if it were only for the first hour of his/her regular work day), he/she would not get paid for the holiday. [CS Rule 6.12.1 (a-d)]

3. DISCRETIONARY SPECIAL PAY PROVISIONS

All discretionary payments will be made in accordance with CS Rules and Policy Guidelines; the HR Section will consult with CS Division Administrator prior to granting any exceptions to these provisions.

A. Premium Pay

In accordance with Civil Service Rule 6.16(a), Appointing Authorities may request to grant premium pay for a number of situations, including extraordinary/hazardous duties that are not an integral part of the employee's regular responsibilities,

unusual employment conditions, or to respond to significant levels of turnover. Requests must be submitted through the appropriate Office Head to the HR Section and include a detailed description of the situation and business reason for requesting premium pay, the period of time that the rate is to be authorized, and the amount of pay being requested. The Undersecretary will approve or deny the request prior to submission to Civil Service for approval or for Commission approval as necessary. This policy is not intended to create any property rights. The Department may re-assess the need for special pay as well as the allocation of funding resources at any time and may rescind or change the amount given at any time. Sufficient notice must be provided to the employee and notification must be sent to Civil Service of any changes in the amount paid. Types of premium pay to be considered are as follows:

(1) Extraordinary/Hazardous Duty:

Employees who perform extraordinary or hazardous duty that is *not* an integral part of his/her regularly assigned duties may be considered for premium payment. **Attachment B includes currently-approved hazardous pay requests.** [CS Rule 6.16(a)]

(2) Unusual Employment Conditions:

In order to remain competitive in certain jobs where employment conditions are unusual, DOTD may request CS to authorize special pay rates for hours actually worked by employees in certain jobs. **Attachment B lists current rates for jobs with authorized premium pay.** [CS Rule 6.16(a)]

(3) Disaster Emergency Special Pay:

When the Governor or an Appointing Authority declares a state of emergency and/or officially closes certain offices of the State, employees who are required to be on emergency duty may be eligible for special pay, up to a maximum of $15.00 per hour, for all hours worked. As such situations occur, the DOTD Undersecretary will determine, based on the availability of funding and the type of work performed, the hourly amount of special pay and the employees eligible for this special pay. [CS Rule 6.16(a)]

B. On-Call/Shift Differential Pay

CS Rule 6.28 permits DOTD to request the CS Commission to authorize on-call and/or shift differential pay for employees at levels higher than established by the CS Director. The Department utilizes on-call pay on a very limited basis; additional requests will be considered on a case-by-case basis. Requests for shift differential pay will also be considered on a case-by-case basis. Such requests should be

submitted through the appropriate chain of command up to the Office Head and then to the HR Section to include a detailed justification, affected job classifications and designated shift(s). Provided funds are available, the Undersecretary will approve or deny the request prior to submission to Civil Service for approval or for Commission approval as necessary. **Attachment B lists current rates for jobs with authorized shift differential and on-call pay.** [CS Rule 6.28]

C. Optional Pay Adjustments

Under the provisions of CS Rule 6.16.2, and provided adequate funding is available, DOTD may grant optional pay adjustments to full-time, permanent employees to recruit into positions for which recruiting is difficult, to retain valuable employees whose loss would be detrimental to DOTD, to reduce compression caused by particular issues that resulted in pay disparity, or to compensate for performing certain additional duties. Except as otherwise noted, the maximum pay adjustment granted under this rule to any given employee during a fiscal year may not exceed 10% of the employee's annual salary and may be given as a permanent adjustment to the employee's base salary (not to exceed range maximum) or as a lump-sum payment (for additional duties of a temporary nature) or a combination that equals 10%. Employees who are at range maximum are only eligible for an optional lump sum pay adjustment that is based on the assignment of additional duties. [The HR Section will post online a listing of all recipients each July and verify to Civil Service increases given during the prior fiscal year.]. Accordingly, DOTD's Undersecretary must authorize the use of any of the optional pay adjustments described below (1-4). To request usage, an Appointing Authority must first obtain the written approval of his/her chain-of-command up to the respective Office Head who forwards the request to the HR Section. HR analyzes the request and recommends action to the Undersecretary, who makes the final decision. This approval process is required for all of the following options:

(1) Recruiting into Difficult-to-Fill Positions:

(a) On a fiscal year basis, HR will review turnover statistics and recruiting difficulties for all jobs biannually. This data will be presented to the Standing Committee on Human Resources (SCHR) once each year along with cost estimates of offering as a recruiting tool, a 10% base pay increase to employees hired into difficult-to-fill jobs upon attainment of permanent status. Employees from other State agencies who transfer into DOTD with permanent status may also be granted the 10% base pay increase either upon employment or following the Appointing Authority's determination that the employee is capable of satisfactory job performance, as evidenced by at least six months of documented, satisfactory performance.

Following HR Section's review and recommendation, the Undersecretary will determine whether the option will be utilized for any jobs. HR will notify Appointing Authorities for which jobs and/or locations authority will be granted to utilize this particular option. Once this is established, no further prior approval is needed to make an employment offer with these future salary provisions, but for offers based on an inadequate pool of candidates, the applicable certificate of eligibles and any other criteria used in determining the inadequacy must be submitted to the HR Section for post-audit purposes. **Attachment B lists job titles approved for 10% optional pay adjustment upon attainment of permanent status.** [CS Rule 6.16.2(d)]

(b) In order to recruit existing DOTD employees to fill critical vacancies, an Appointing Authority may request (through the previously-described approval process) to post a job internally with a statement that advises permanent employees that a base pay adjustment up to 10% (not to exceed range maximum) may be granted to the selected candidate. This adjustment would be granted in addition to any monies received through promotional pay. Appointing Authorities should review current salaries of employees within the Section/District/Unit into which the applicant will be hired and determine if this adjustment causes any pay compression/disparity issues. The request must include justification for the request (i.e., critical operations hindered or shut down, responses to prior internal postings produced no suitable candidates, undesirable work location or conditions, etc.).

(2) Retention Tool**:** (Note: Requests to match outside job offers are currently suspended within DOTD)

(a) When a permanent DOTD employee, whose services are considered essential to DOTD by his/her Appointing Authority, receives a job offer from a private or non-state public entity, or for an unclassified job offer in a different state department, the Appointing Authority may request (through the previously-described approval process) to grant the employee a base pay increase of up to 10% (not to exceed range maximum) in order to match a written and verified salary offer. The request must include a copy of the salary offer and certification that the offer was verified by whom and when, along with the reasons why it is critical for DOTD to maintain this employee's services (i.e., the employee occupies a position which is considered crucial to DOTD's operations, DOTD has invested

considerable time and expense in training the individual, evidence that indicates replacement candidates are difficult to find/hire, employee is sole individual with specialized knowledge or abilities, employee's performance of assigned duties is critical in order to complete a major project or work effort as scheduled, loss of employee would result in loss of DOTD productivity or efficiencies, etc.). Employees will be required to complete an outside job offer questionnaire following obtainment of a job offer. The employee's supervisor must complete a Supervisor Questionnaire when requesting a base pay adjustment due to an outside job offer. [CS Rule 6.16.2(a)]

(3) Adjust Pay Differentials due to Compression:

Appointing Authorities may request (through the previously-described approval process) a base pay adjustment of up to 10% (not to exceed range maximum) to a supervisory employee who earns less than a subordinate employee in their chain of command. The pay disparity must be due to a specific pay adjustment granted the subordinate employee while under the supervision of the supervisory employee who earns less. Examples of qualifying conditions include a subordinate's receipt of an SER and the supervisor receives no pay adjustment or a subordinate employee receives an Optional Pay Adjustment which causes a supervisory employee in the same chain of command to earn less than the subordinate employee. A supervisor who simply earns less than his/her subordinates due to fewer years of State service, or in the absence of any specific pay adjustment which caused the subordinate's pay to exceed the supervisor's pay, is ineligible since pay ranges overlap and no specific action caused the disparity. Reallocations, promotions and 6.5(g) hire rates will not be considered justifiable reasons to grant a pay adjustment to a supervisor employee unless an exception is granted by the DOTD Secretary. If an Appointing Authority requests to pay multiple supervisors or the same employee in multiple fiscal years, the HR Section will consult with the CS Division Administrator prior to making the payment. Additionally, the request must include a clear justification to support the payment and all employees affected. Once the payment is approved, HR will maintain text in LaGov about the employee, the comparable employee(s), the reason for the payment, and any merit factors used to determine that the compression payment is justified. Note: When an SER for a specific level in a job series is implemented on a statewide basis, and employees at a higher level in the same job series earn less than the new SER for the lower level, consideration may be given to adjust the salaries of the higher-level employees so they will not earn less than the SER for the lower level. This will depend upon

availability of funding, number of affected employees, etc. [CS Rule 6.16.2(b)]

(4) Compensation for Additional Duties:

An Appointing Authority may request (through the previously-described approval process) a base pay increase or lump sum payment of **up to 5%** to an employee assigned additional duties which are substantial in nature, required by the agency, and ineligible for compensation under another action, such as reallocation or detail. These payments or a combination of these payments shall not exceed 5% with in a fiscal year. Additionally, employees cannot receive greater than 10% total in base pay increases in three consecutive years. [CS Rule 6.16.2(c)]

(a) If the assignment of the additional duties is temporary in nature, the employee is eligible for a lump-sum payment of up to 5%. Payment of such a lump sum may be made in one payment at the end of the duration of the duties or may be spread among pay periods for the duration of the assignment for a period not to exceed one year. If the duration of the assignment exceeds one year, a request for payment must be resubmitted to the Undersecretary for approval.

(b) Any employee at range maximum is only eligible for a one-time lump sum payment regardless of whether the additional duties are permanent or temporary.

(c) No employee shall be eligible for either a lump sum or base pay increase for additional duties which were compensated according to another CS Rule.

(d) Requests must include the reason the additional work was assigned, the reason this employee was assigned the additional work, a certification as to the required performance of these additional duties, and an updated position description when the additional duties are permanently assigned. The Optional Pay Adjustment Questionnaire for Additional Duties must be completed and attached to all requests. The effective date of the payment for Optional Pay Adjustments for the permanent assignment of additional duties shall be within 30 days after the position description is allocated by Civil Service.

D. Individual Pay Adjustments

None of the optional pay adjustments described in Section 3.C. above allows DOTD to grant an employee an increase that exceeds 10%, or 5% for performance of additional duties, regardless of the combination of optional pay provisions

received. However, when special adjustments in pay for individual employees are fully justified, the Commission may grant such adjustments, but only within the pay range for the grade to which the employee's position is allocated. Any request to do so must be fully justified in writing, submitted to and approved by the appropriate chain of command prior to submission to the HR Section, which will make a recommendation to the Undersecretary as to agency submission to the CS Commission. [CS Rule 6.16(c)]

E. Payment of Attainment of Advanced Degree

DOTD may grant a pay adjustment of up to 10%, under the provisions of CS Rule 6.16(h), to a permanent employee who attains a master's or doctoral degree while employed at this agency. The degree must be earned from an accredited college or university and must be related to the employee's job. The intent of this special pay is to recognize employees who further their education in their field of work, in consideration that such will result in a better educated and qualified workforce. This special pay may also serve as a retention incentive to employees who wish to further their education in their chosen field. The pay adjustment will be in the form of a base pay adjustment of up to 10%, not to exceed the range maximum. An employee will only be eligible to receive a payment for an advanced degree once while employed with DOTD. Additionally, an employee will not be eligible for this payment if previously compensated for any amount on the basis of an advanced degree under Civil Service Rule 6.5(g).

This policy will not prohibit DOTD employees who are currently enrolled in an advanced degree program as of October 2, 2019 from receipt of an additional advanced degree pay adjustment, if it is deemed that the additional advanced degree was earned from an accredited college or university and is related to the employee's job.

DOTD employees enrolled in an advanced degree progam as of July 6, 2022 may continue to receive a base pay adjustment, if funding is available, (C.S. Rule 6.16(h)). DOTD employees who enroll in an advanced degree program on or after July 7, 2022 may be compensated, if funding is available, through a lump sum payment upon attainment of an advanced degree. Refer to PPM # 49, DOTD Employee Recognition Program.

This special pay option is not to be considered an automatic pay adjustment; each request must clearly meet all of the following criteria. In reviewing each case, the Appointing Authority must determine that the employee has/will use his/her education to benefit the agency. [CS Rule 6.16(h)]

(1) Eligibility Requirements:

(a) Employee: Must be permanent at the time of the request, must have earned degree while employed by DOTD, and must have received an evaluation of at least successful or its equivalent for the previous evaluation period.

(b) Degree: Must be awarded by an accredited college or university, must be related to the employee's current job or career field, and cannot be required for the employee's job.

(c) Career fields/degrees: In general, job-related master's and doctoral degrees earned by eligible employees will be granted up to the maximum allowed (10%) pay adjustment. Examples of advanced degrees related to DOTD fields of work include, but are not limited to:

- Accounting
- Architecture
- Business Administration
- Chemistry
- Civil and Environmental Engineering
- Computer Science
- Construction Management & Industrial Engineering
- Electrical & Computer Engineering
- Environmental Studies
- Finance
- Human Resources
- Information Systems & Decision Sciences
- Landscape Architecture
- Mass Communication
- Mechanical Engineering
- Public Administration

(2) Approval Procedures:

An eligible employee must first submit an official transcript to his/her Appointing Authority, who will verify the degree and confirm the job-relatedness of the advanced degree. The Appointing Authority will then recommend the payment by signing the Application for Advanced Degree Pay Adjustment form and forward it to the appropriate Office Head for approval/signature. The recommendation must contain a proposed percentage of increase and must clearly describe how the employee's advanced degree has/will improve his/her job performance and benefit the agency. Once approved by the Office Head, the request will be forwarded

to the HR Section which will then submit its recommendation for final action to the DOTD Undersecretary. The effective date of an approved pay adjustment will be the date final approval is granted by the Undersecretary.

(3) Miscellaneous**:**

(a) Each July, a listing of all employees who received pay adjustments during the prior fiscal year for the attainment of advanced degrees shall be posted online within the agency.

(b) The HR Section shall verify to Civil Service increases given during the prior fiscal year.

F. Referral Incentive Pay (Note: Requests for Referral Incentive Payments are currently suspended within DOTD)

It is the policy of the Department of Transportation and Development (DOTD) to continuously strive to recruit and hire well-qualified applicants into positions which are difficult to fill. In this regard, this agency has instituted the Internal Referral Rewards Program to motivate and reward employees who refer applicants for difficult-to-fill positions who are eventually hired by the agency. This program does not apply to the filling of positions which are not difficult to fill, the internal filling of vacancies, the employment of temporary workers, nor the re-hiring of former employees or retirees. Eligible positions are those having Special Entrance Rates. (See Attachment A) [CS Rule 6.16(d)]

(1) Responsibilities:

(a) Referring DOTD Employee**:**

- Must be employed by DOTD at the time of the award
- Exclusions: Human Resources personnel, Appointing Authorities, members of the Interview Panel for position applied for, and employees who are involved in formal DOTD recruiting efforts (e.g., on-campus, career fairs)

(b) Referred Applicant/Employee:

- Must be employed on a probationary appointment
- Must remain employed and in good standing at DOTD for twelve months
- At the time of the initial interview, applicant must advise the DOTD Hiring Manager that an existing employee referred him/her, by presenting the referral form

(c) Headquarters/District HR Analyst:
The respective HQ/District Human Resources Office will be

responsible for determining an employee's eligibility for participation.

(d) HQ Payroll & Benefits Manager:
The DOTD HQ Payroll and Benefits Unit will ensure prompt payment to eligible employees.

(2) Procedure:

To participate, an employee must secure a DOTD Internal Referral Incentive Program form prior to referring an applicant for employment. These forms are available on the Department's intranet website and from HQ/District Human Resources Offices. The referring employee should complete the form and give it to the applicant being referred. At the time of the initial interview, the applicant must advise the DOTD Hiring Manager that an existing employee referred him/her and must present the completed form. Forms presented after an applicant has been interviewed will not be considered.

(3) Awards:

After the new employee successfully completes his/her first twelve months of employment and is recommended for permanent status, a $500.00 cash payment will be awarded to the referring employee. If the new employee separates within the first twelve months of employment, the referring employee will not be eligible for the award.

6. PAY UPON TERMINATION OF EMPLOYMENT

A. Unused Annual Leave and Sick Leave

Upon termination of employment, the employee is paid for a maximum of 300 hours of unused annual leave. Such payment may be made on the next regularly scheduled payday following the effective date of separation (employees dismissed for theft of agency funds or property are ineligible for payment, as per CS Rule 11.10(a)). When an employee retires, his/her unused sick leave and unused annual leave (beyond the 300 hours for which payment is made) is either converted by the retirement system to additional service credit or paid as a lump sum for the actuarial value of the leave (PPM No. 15, Annual, Sick, and Other Forms of Leave). When an employee is removed under Civil Service Rule 12.6(a)1. (non-disciplinary removal due to the exhaustion of sick leave), he/she shall be paid for any remaining sick leave. When an employee is removed for other circumstances, he/she shall not be paid for any remaining sick leave.

B. Payment of Compensatory Leave

For detailed information regarding payment for earned compensatory leave, refer to PPM No. 12, Compliance with Fair Labor Standards Act (FLSA).

7. RECOUPMENT OF OVERPAYMENT TO EMPLOYEES

Unearned payments to state employees are considered donations of public funds and are prohibited by Article 7, Section 14 of the Louisiana State Constitution. Accordingly, DOTD is required (by rules promulgated by the Division of Administration, effective March 20, 2005) to ensure that employees are paid accurately and that overpayments to active and separated employees are recouped in a timely manner. Overpayment occurs when compensation that is not owed to the employee is paid in error, and includes but is not limited to overpayment of wages, annual leave paid in error, erroneous refunds of deductions, etc. As a condition of employment with DOTD, each prospective employee (new hires, reemployments and transfers from other agencies) must acknowledge his/her understanding that if overpaid, the overpayment will be recouped. In the absence of a signed acknowledgement form, prospective employees are prohibited from reporting to work.

When either an active or separated employee is overpaid, DOTD's Human Resources staff will notify the employee in writing as soon as possible of the following: (1) the pay date(s) the overpayment occurred; (2) amount of the overpayment; (3) DOTD's plan of action for recoupment; (4) employee options for reimbursement of overpayment, as appropriate; and (5) procedure by which the employee may dispute the agency's claim of overpayment. Recoupment options may include direct deposit reversal, one-time deduction from a subsequent paycheck, payment plan not to exceed 12 months or personal payment from employee. A payment plan has a minimum deduction of $100 per paycheck. All requests for exceptions must be submitted to the Human Resources Section for review and recommendation to the Undersecretary. If an overpayment is made to a separating employee who has not yet received his final paycheck, the overpayment amount must be withheld from the employee's final paycheck. At no time, however, may the recoupment bring the employee's bi-weekly gross hourly wage below the federal minimum wage, unless the employee agrees to such in writing. If an overpaid employee is transferring to another state agency, the HR Section will notify that agency of the outstanding balance/recoupment plan and establish a mechanism for transferring funds to DOTD. The HR Section will also work with other agencies in a similar fashion when an overpaid employee transfers to DOTD.

If DOTD is unable to recover an overpayment, the HR Section will turn the matter over to DOTD's Legal Section or the Attorney General's Office to determine if legal recourse is warranted, based on a consideration of the dollar value of the overpayment, cost of recoupment, time elapsed since overpayment, etc.

8. PAYMENT OF FEES FOR PROFESSIONAL LICENSES, CERTIFICATIONS, AND MEMBERSHIPS IN PROFESSIONAL ORGANIZATIONS

Provided adequate funds are available, Appointing Authorities must utilize the District/ Section's Purchase Card for the cost of the following:

- Professional certification fees and annual (or otherwise) renewal fees for nationally-recognized, professional certifications (such as Certified Public Professional Buyer, Certified Public Purchasing Officer, Professional Traffic Operations Engineer Certification, Certified Professional in Human Resources, Certified Floodplain Manager, etc.); certification must be related to the employee's specific position and benefit the agency;

- Professional license fees and annual (or otherwise) renewal fees for nationally-recognized, professional licenses (such as Attorney's License, Engineer's License, etc.); licenses must be related to the employee's specific position and benefit the agency;

- Agency or individual membership annual dues for employees in one or more professional, job-related organizations or associations, provided the agency, section or district staff benefits from the membership, either through reduced costs for training or publications; continuing education opportunities; receipt of educational materials, journals or newsletters; or reduced conference registrations, etc.

Provided adequate funds are available, Appointing Authorities will reimburse employees utilizing the District/ Section's Petty Cash account for the cost of the following:

- One-time reimbursement of exam/application fees for job-required, professional licenses and certifications;

- One-time fees required to maintain job-required licenses and certifications;

- One-time payment of review course fees for professional licenses and/or nationally-recognized, professional certifications that are related to the employee's specific position and that will benefit the agency;

- One-half of the annual dues for one professional engineering organization (non-job specific, such as LES, ASCE, etc.) for engineering employees, provided annual dues exceed $100.

For reimbursement eligibility, employees must pay the full amount due and provide proof of payment, prior to the issuance of any funds from the District/Section's Petty Cash

account.

9. REFERENCES

Civil Service Rules Chapters 6, 11, 12 and 21

PPM No. 12 (Compliance with Fair Labor Standards Act)
PPM No. 15 (Annual, Sick, and Other Forms of Leave)

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

Eric Kalivoda
Secretary

Attachments

ATTACHMENT A
DOTD SPECIAL ENTRANCE RATES – REVISED OCTOBER 25, 2023

CS Job Code	CS Job Title	Pay Level	Minimum Bi-Weekly Amount	SER Bi-Weekly Amount	Maximum Bi-Weekly Amount
160180	ACCOUNTANT 1	AS-612	$1,284.80	$1,544.80	$2,520.00
139350	ACCOUNTANT 2	AS-613	$1,374.40	$1,652.80	$2,696.80
139370	ACCOUNTANT 3	AS-615	$1,573.60	$1,825.60	$3,087.20
171400	ACCOUNTANT 4	AS-617	$1,801.60	$2,016.80	$3,534.40
160580	ATTORNEY 1	AS-617	$1,801.60	$2,166.40	$3,534.40
160590	ATTORNEY 2	AS-618	$1,928.00	$2,318.40	$3,781.60
160600	ATTORNEY 3	AS-620	$2,208.00	$2,561.60	$4,329.60
171470	ATTORNEY 4	AS-621	$2,362.40	$2,704.80	$4,632.80
160610	ATTORNEY SUPERVISOR	AS-622	$2,528.00	$2,932.80	$4,956.80
139690	BUDGET ANALYST 1	AS-612	$1,284.80	$1,330.40	$2,520.00
139700	BUDGET ANALYST 2	AS-613	$1,374.40	$1,423.20	$2,696.80
139730	BUDGET ANALYST 3	AS-615	$1,573.60	$1,629.60	$3,087.20
160200	CONTRACTS/GRANTS REVIEWER 1	AS-611	$1,200.80	$1,243.20	$2,160.80
160210	CONTRACTS/GRANTS REVIEWER 2	AS-612	$1,284.80	$1,330.40	$2,520.00
166140	CONTRACTS/GRANTS REVIEWER 3	AS-614	$1,470.40	$1,523.20	$2,885.60
166150	CONTRACTS/GRANTS REVIEWER 4	AS-615	$1,573.60	$1,629.60	$3,087.20
109260	DOTD CHIEF ENGINEER	TS-325	$4,448.00	$4,670.40	$7,793.60
162790	DOTD DEPUTY CHIEF ENGINEER	TS-324	$4,156.80	$4,364.80	$7,284.00
175830	DOTD ENFORCEMENT AGENT 1	PS-109	$1,332.00	$1,486.40	$2,363.20

CS Job Code	CS Job Title	Pay Level	Minimum Bi-Weekly Amount	SER Bi-Weekly Amount	Maximum Bi-Weekly Amount
175840	DOTD ENFORCEMENT AGENT 2	PS-110	$1,425.60	$1,590.40	$2,528.80
175850	DOTD ENFORCEMENT AGENT 3	PS-111	$1,525.60	$1,701.60	$2,705.60
175860	DOTD ENFORCEMENT SERGEANT	PS-113	$1,746.40	$1,948.00	$3,097.60
175870	DOTD ENFORCEMENT LIEUTENANT	PS-115	$2,000.00	$2,230.40	$3,546.40
107680	ENGINEER INTERN 1	TS-312	$1,845.60	$2,115.20	$3,233.60
107690	ENGINEER INTERN 2	TS-313	$1,974.40	$2,263.20	$3,460.00
109140	ENGINEER 3	TS-314	$2,112.80	$2,671.20	$3,702.40
109150	ENGINEER 4	TS-316	$2,419.20	$2,952.00	$4,239.20
165520	ENGINEER 5	TS-317	$2,588.80	$3,158.40	$4,536.00
165530	ENGINEER 6	TS-319	$2,964.00	$3,316.00	$5,193.60
165490	ENGINEER 6 DCL	TS-319	$2,964.00	$3,316.00	$5,193.60
109340	ENGINEER 7	TS-320	$3,171.20	$3,481.60	$5,556.80
109100	ENGINEER 8	TS-322	$3,630.40	$3,812.00	$6,361.60
171280	ENGINEER 9	TS-323	$3,884.80	$4,079.20	$6,807.20
167000	ENVIRONMENTAL IMPACT SPECIALIST DCL	TS-314	$2,112.80	$2,469.23	$3,702.40
141030	ENVIRONMENTAL IMPACT MANAGER 1	TS-314	$2,112.80	$2,469.23	$3,702.40
174240	FERRYBOAT OPERATOR 2	WS-215	$1,928.00	$1,985.00	$3,469.60
170800	HUMAN RESOURCES ANALYST A	AS-612	$1,284.80	$1,394.40	$2,520.00
170810	HUMAN RESOURCES ANALYST B	AS-613	$1,374.40	$1,491.20	$2,696.80
170820	HUMAN RESOURCES ANALYST C	AS-615	$1,573.60	$1,648.00	$3,087.20
170960	HUMAN RESOURCES SPECIALIST	AS-617	$1,801.60	$1,821.60	$3,534.40
170970	HUMAN RESOURCES SUPERVISOR	AS-618	$1,928.00	$1,948.80	$3,781.60

CS Job Code	CS Job Title	Pay Level	Minimum Bi-Weekly Amount	SER Bi-Weekly Amount	Maximum Bi-Weekly Amount
170940	HUMAN RESOURCES MANAGER A	AS-619	$2,063.20	$2,084.80	$4,046.40
170950	HUMAN RESOURCES MANAGER B	AS-620	$2,208.00	$2,231.20	$4,329.60
170920	HUMAN RESOURCES DIRECTOR D	AS-623	$2,704.80	$2,709.60	$5,304.00
164820	PUBLIC INFORMATION OFFICER 1	AS-611	$1,200.80	$1,243.20	$2,160.80
151960	SURVEYOR INTERN 1	TS-312	$1,845.60	$2,115.20	$3,233.60
158190	SURVEYOR INTERN 2	TS-313	$1,974.40	$2,263.20	$3,460.00
141370	SURVEYOR 3	TS-314	$2,112.80	$2,671.20	$3,702.40
166220	SURVEYOR 4	TS-316	$2,419.20	$2,952.00	$4,239.20
173990	SURVEYOR 5	TS-317	$2,588.80	$3158.40	$4,536.00
164700	TRANSPORTATION PERMITS SPECIALIST 1	AS-607	$916.00	$1,028.77	$1,648.80

ATTACHMENT B
SPECIAL PAY – REVISED AUGUST 11, 2023

Location	Job Code	Job Title	Type of Special Pay	Amount of Special Pay
All Districts and Sections Using These Job Titles	141920	Bridge Toll Collector	10% Base Optional Pay Upon Attainment of Permanent Status	10% of Base Pay
	174200 174210 174220	Ferryboat Deckhand 1 Ferryboat Deckhand 2 Ferryboat Deckhand 3		
	103460 103440	Mobile Equipment Operator 1 Mobile Equipment Operator 2		
	108620	Roadside Development District Coordinator		
	152580	Roadside Development District Coordinator Trainee		
	151960 158190	Surveyor Intern 1 Surveyor Intern 2		
	141370 166220 173990	Surveyor 3 Surveyor 4 Surveyor 5		
Section 22	116690 116700 116710	Professional Chemist 1 Professional Chemist 2 Professional Chemist 3	10% Base Optional Pay Upon Attainment of Permanent Status	10% of Base Pay
	116680	Professional Chemist Manager		
Sections 28	141060 141050 141740	Environmental Impact Specialist 1 Environmental Impact Specialist 2 Environmental Impact Specialist 3	10% Base Optional Pay Upon Attainment of Permanent Status	10% of Base Pay
Section 52	164700 164690	Transportation Permits Specialist 1 Transportation Permits Specialist 2	10% Base Optional Pay Upon Attainment of Permanent Status	10% of Base Pay
Section 28	141060 141050 141740 167000 141030	Environmental Impact Specialist 1 Environmental Impact Specialist 2 Environmental Impact Specialist 3 Environmental Impact Specialist DCL Environmental Impact Manager 1	Premium Pay for Hours Actually Worked 0 months to less than 2 years $1.00/Hour 2 years to less than 4 years $1.50/Hour 4 years or greater $2.00/Hour	

Location	Job Code	Job Title	Type of Special Pay	Amount of Special Pay
Section 01	168030	Administrative Assistant 4 (Performing Legal Duties)	Premium Pay for Hours Actually Worked	$2.00/Hour
	171200	Administrative Assistant 6 (Performing Legal Duties)		
Section 14	174120 174130 174140 174150 174160	Procurement Analyst 1 Procurement Analyst 2 Procurement Analyst 3 Procurement Specialist Procurement Supervisor	Premium Pay for Hours Actually Worked	
			0 months to less than 2 years $1.00/Hour 2 years to less than 4 years $1.50/Hour 4 years or greater $2.00/Hour	
Section 15	160180 139350 139370 171400 159710 159720 159730 159740 159790	Accountant 1 Accountant 2 Accountant 3 Accountant 4 Accountant Manager 1 Accountant Manager 2 Accountant Manager 3 Accountant Manager 4 Accountant Administrator 5	Premium Pay for Hours Actually Worked	$2.00/Hour
Section 47	168020 168030 168080 168070 168090 165640 113470	Administrative Assistant 3 Administrative Assistant 4 Administrative Assistant 5 Administrative Coordinator 4 Administrative Program Specialist A Paralegal 1 Paralegal 2	Premium Pay for Hours Actually Worked	$2.00/Hour
Section 52	133550	Transportation Permits Supervisor 1	On-Call Pay	$1.50/Hour
	133560	Transportation Permits Supervisor 2		
		Transportation Permits Unit Only	Premium Pay for Hours Actually Worked	$3.00/Hour
		Transportation Permits Job Series		
	168060	Administrative Coordinator 3		

Location	Job Code	Job Title	Type of Special Pay	Amount of Special Pay
Section 51	129410 129440 129410 129420 129810	**HQ Boiler Room Night Shift Only** Operating Engineer 1 Operating Engineer 2 Operating Engineer Foreman Operating Engineer Master Trades Apprentice	Shift Differential Pay	$2.00/Hour
Section 52		**Weight Enforcement– See Shift Diff Job Aid**	Shift Differential Pay	$2.00/Hour
	170980 170990 171000	Compliance Inspector 1 Compliance Inspector 2 Compliance Inspector 3		
	175830 175840 175850	DOTD Enforcement Agent 1 DOTD Enforcement Agent 2 DOTD Enforcement Agent 3		
	175860	DOTD Enforcement Sergeant		
	175870	DOTD Enforcement Lieutenant		
	175880	DOTD Enforcement Captain		
	175890	DOTD Enforcement Major		
	175900	DOTD Enforcement Administrator		
Section 67 Section 22		**Geotechnical Subsurface Exploration Unit**	Premium Pay for Hours Actually Worked	$2.00/Hour
	161000 161010 161240 161250	Engineering Technician 1 Engineering Technician 2 Engineering Technician 3 Engineering Technician 4		
	166230	Engineering Technician 5		
	166250	Engineering Technician 7		

Location	Job Code	Job Title	Type of Special Pay	Amount of Special Pay
Section 42, 51 and Districts 07 & 58	174260	Ferryboat Operator Senior	Premium Pay for All Hours – for possession of two of the following that support operations of assigned location and/or Statewide: USCG Marine Engineers License, Master's License, or Master's of Towing	$3.00/Hour
	174270	Ferryboat Operations Supervisor		
	174200 174210 174220	Ferryboat Deckhand 1 Ferryboat Deckhand 2 Ferryboat Deckhand 3	Premium Pay for Hours Actually Worked	$2.00/Hour
Section 42 and 45 Statewide Units	103460 103440 102860 102890	Mobile Equipment Operator 1 Mobile Equipment Operator 2 Mobile Equipment Operator 1/Heavy Mobile Equipment Operator 2/Heavy	Premium Pay for Hours Actually Worked	$2.00/Hour
	128950	Highway Foreman 2		
	160670	Highway Sign and Pavement Marking Supervisor		
Section 51 Statewide Units	103460 103440 102860 102890	Mobile Equipment Operator 1 Mobile Equipment Operator 2 Mobile Equipment Operator 1/Heavy Mobile Equipment Operator 2/Heavy	Premium Pay for Hours Actually Worked	$2.00/Hour
	129830 129850	Welder Welder Master		
	130200 130210	Painter Painter Master		
	128950	Highway Foreman 2		
	166250 160680	Engineering Technician 7 Transportation Operations Manager		
Section 51 and All Districts	173760 173770	Bridge Inspector 1 Bridge Inspector 2	Premium Pay for Hours Actually Worked	$3.00/Hour
	173780 173790 173800	Bridge Inspector 3 Bridge Inspector 4 Bridge Inspector 5	Premium Pay for Hours Actually Worked	$2.00/Hour

Location	Job Code	Job Title	Type of Special Pay	Amount of Special Pay
Statewide*	160580 160590 160600 171470	Attorney 1 Attorney 2 Attorney 3 Attorney 4	Premium Pay for Hours Actually Worked	
	160610	Attorney Supervisor		
	170800 170810 170820	Human Resources Analyst A Human Resources Analyst B Human Resources Analyst C	0 months to less than 2 years $1.00/Hour 2 years to less than 4 years $1.50/Hour 4 years or greater $2.00/Hour	
	170960	Human Resources Specialist		
	170970	Human Resources Supervisor		
Statewide	161000 161010 161240 161250 166230 166250	Engineering Technician 1 Engineering Technician 2 Engineering Technician 3 Engineering Technician 4 Engineering Technician 5 Engineering Technician 7	Premium Pay for Construction Inspectors when Inspecting on Bridge Superstructures and Upon Approval by District Administrator	$300.00/ Month
Statewide	161000	Engineering Technician 1	Premium Pay for Hours Actually Worked	$1.00/Hour
	161010	Engineering Technician 2		
Statewide	161000 161010 161240 161250 166230 166250	**Construction Inspection– See Shift Diff Job Aid** Engineering Technician 1 Engineering Technician 2 Engineering Technician 3 Engineering Technician 4 Engineering Technician 5 Engineering Technician 7	Shift Differential Pay	$2.00/Hour

Location	Job Code	Job Title	Type of Special Pay	Amount of Special Pay
Statewide	102910	Mobile Equipment Operator Light	Premium Pay for Hours Actually Worked	$1.00/Hour
	103460	Mobile Equipment Operator 1		
	103440	Mobile Equipment Operator 2		
Statewide	174230 174240 174250	Ferryboat Operator 1 Ferryboat Operator 2 Ferryboat Operator 3	Premium Pay for Hours Actually Worked	$2.00/Hour
Section 42		**Plaquemine Ferry – Unit 862 – Split Shift Only**	Shift Differential Pay	$1.75/hour
	174200	Ferryboat Deckhand 1		
	174210	Ferryboat Deckhand 2		
	174220	Ferryboat Deckhand 3		
	174230	Ferryboat Operator 1		
	174240	Ferryboat Operator 2		
	174250	Ferryboat Operator 3		
	174260	Ferryboat Operator Senior		
	174270	Ferryboat Operations Supervisor		
Section 45	155130	Electrician Specialist Foreman	Premium Pay for Hours Actually Worked	$2.00/Hour
	155140	Electrician Specialist Leader		
	155150	Electrician Specialist		
	128770	Electrician		
	129810	Trades Apprentice (Electrician Training Series)		

Premium Pay may be distributed up to the amounts shown above for corresponding job titles. This policy is not intended to create any property rights. This agency may re-assess "need" and the allocation of funding resources at any time and may rescind or change the amount given at any time. Sufficient notice must be provided to the employee and notification must be sent to Civil Service of any changes in the amount paid.

*Incumbents in the following job titles prior to June 8, 2022 will retain their current rates of premium pay, unaffected by the progressive premium pay: Human Resources Analyst A-C, Human Resources Specialist, Human Resources Supervisor, Human Resources Manager A, Human Resources Manager B, Human Resources Director D, Attorney 1-4, and Attorney Supervisor.

*Incumbents in the following job titles prior to May 3, 2023 will retain their current rates of premium pay, unaffected by the progressive premium pay: Procurement Analyst 1, Procurement Analyst 2, Procurement Analyst 3, Procurement Specialist, Procurement Supervisor, Procurement Manager, and Procurement Director.