

Office of Human Resources  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

**DIVISION OF ADMINISTRATION**

**PERSONNEL POLICY NO. 111**

**EFFECTIVE DATE:** March 9, 2022

**SUBJECT:** Premium Pay for Human Resources Jobs

**AUTHORIZATION:**   
Barbara Goodson, Appointing Authority

**I. POLICY:**

In accordance with the provisions of Civil Service Rule 6.16(a), it is the policy of the Division of Administration to implement Premium Pay for the following job titles:

- Human Resources Analyst A
- Human Resources Analyst B
- Human Resources Analyst C
- Human Resources Specialist
- Human Resources Supervisor

**II. PURPOSE:**

The purpose of this policy is to provide the Division of Administration with a tool that allows for flexibility in pay for recruitment and retention purposes.

**III. APPLICABILITY:**

This policy applies to all full-time classified positions within the Office of Human Resources.

**IV. PROCEDURE:**

The Office of Human Resources (OHR) shall maintain a record of those employees who occupy positions in the job titles specified above and maintain the *Positions Authorized to Receive Premium Pay* forms which are located on the OHR website. This same form must be completed in the event of the addition of or removal of such position(s) from the organization.

OHR will ensure positions are eligible for premium pay and, if appropriate, adjust the position attribute in SAP and make the necessary adjustment to the pay of the incumbent in the position.

This policy is not intended to create any property rights. The 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 State Civil Service of any changes in the amount paid.

**V. RESPONSIBILITY:**

**Section Head is responsible for:**

Determining which positions and incumbents should be authorized for receiving premium pay in a fair and non-discriminatory manner.

Ensuring that only individuals in positions authorized to receive premium pay do so.

Ensuring that each employee under his supervision, current and new, is made aware of this policy and its contents as well as any forthcoming revisions.

Providing for informal discussions of grievances and complaints related to this policy in an effort to resolve problems prior to the filing of a formal complaint.

Maintaining appropriate records of those positions and incumbents authorized for premium pay.

**Managers/Supervisors are responsible for:**

Complying with this policy as directed by the section head.

**VI. EXCEPTIONS:**

Requests for exceptions to this policy should be submitted, in writing, to the Appointing Authority through the Office of Human Resources.

**VII. QUESTIONS:**

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

**VIII. VIOLATION OF THE POLICY:**

Employees found to have violated this policy may be subject to disciplinary action, up to and including dismissal.

**ADDENDUM “A”**

Effective March 9, 2022, the following identifies the positions within the Division of Administration/Office of Human Resources that will receive Premium Pay and the applicable Premium Pay rate:

- Human Resources Analyst A
- Human Resources Analyst B
- Human Resources Analyst C
- Human Resources Specialist
- Human Resources Supervisor

All eligible employees in the above job titles will receive the following for all hours actually worked based on the current length of employment with the DOA/OHR:

Employed 0 months to less than 2 years	\$1.00 per hour
Employed 2 years to less than 4 years	\$1.50 per hour
Employed 4 years or greater	\$2.00 per hour

If an eligible employee moves to a position outside of the DOA/OHR after the effective date of this policy, his previous length of employment will not count if he is re-employed by OHR. He will be considered a new OHR employee and his premium pay rate will start over at \$1.00 per hour.