

Office of Human Resources
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

DIVISION OF ADMINISTRATION

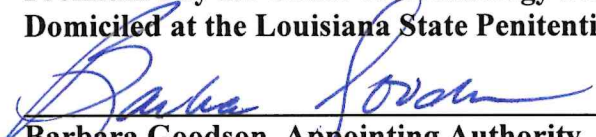
PERSONNEL POLICY NO. 101

EFFECTIVE DATE: August 7, 2023

PREVIOUS VERSION: May 23, 2016

SUBJECT: Premium Pay for Office of Technology Services (OTS) Jobs
Domiciled at the Louisiana State Penitentiary

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 (DOA) to implement Premium/Hazardous Pay for the following job titles that are domiciled at the Louisiana State Penitentiary:

- IT Statewide Systems Technician 1
- IT Statewide Systems Technician 2
- IT Statewide Systems Technician 3
- IT Statewide Systems Technician 4

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 full-time classified positions within the Office of Technology Services (OTS) that are domiciled at the Louisiana State Penitentiary.

IV. PROCEDURE:

The Office of Technology Services (OTS) shall maintain a record of those employees who occupy positions in the job titles specified above, who are domiciled in Louisiana State Penitentiary. OTS shall report to the Office of Human Resources (OHR) all such positions along with the name of the incumbent (if applicable) on the *Positions Authorized to Receive Premium Pay* form that is 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. It is from this form, which must be signed by the OTS CIO and approved by the appointing authority that the actual pay of employees who occupy the subject positions will be modified.

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:

OTS CIO 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.

OTS Supervisors are responsible for:

Complying with this policy as directed by the OTS CIO.

VI. EXCEPTIONS:

Requests for exceptions to this policy should be submitted, in writing, to the OTS CIO. If approved, the OTS CIO will submit the request 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. VIOLATIONS:

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

ADDENDUM "A"

Effective August 7, 2023, the following identifies the positions within the Office of Technology Services that will receive Premium Pay and the applicable Premium Pay rate:

- Premium/Hazardous Pay of \$100.00 per month is authorized for all employees in the positions listed below, domiciled at Louisiana State Penitentiary, due to the extreme remoteness of the location:
 - IT Statewide Systems Technician 1
 - IT Statewide Systems Technician 2
 - IT Statewide Systems Technician 3
 - IT Statewide Systems Technician 4