

SOUTHEAST LOUISIANA FLOOD PROTECTION AUTHORITY - EAST

DATE: December 14, 2016

SUBJECT: OPTIONAL PAY ADJUSTMENTS POLICY

AUTHORIZATION: Robert Turner, Regional Director

I. POLICY

As authorized by the Louisiana Department of State Civil Service Rule 6.16.2, the Southeast Louisiana Flood Protection Authority - East (SLFPA-E) and its constituent Levee Districts of Orleans Levee District, Lake Borgne Basin Levee District and East Jefferson Levee District (henceforth referred to as "SLFPA-E"), may utilize individual pay adjustments to address issues with retention, pay compression, performance of additional duties and recruitment into difficult-to-fill positions. This SLFPA-E policy supersedes previously approved Optional Pay Adjustment policies at the constituent Levee Districts.

II. PURPOSE

The purpose of this policy is to ensure uniform guidelines and criteria for the granting of optional pay adjustments for SLFPA-E that are in compliance with State Civil Service Rules and ensure appropriate compensation to employees who meet eligibility requirements.

III. APPLICABILITY

This policy, once approved by the State Civil Service Commission, will apply to all permanent classified SLFPA-E employees. The respective Appointing Authorities of SLFPA-E's constituent Levee Districts will be bound by this policy and shall not establish an optional pay adjustment policy of their own.

IV. ELIGIBILITY

Permanent classified SLFPA-E employees with a current PES of at least "Successful" or equivalent are eligible for optional pay adjustments if they fall within one of the four categories defined below:

1. Matching a job offer (retention):

- a) An optional pay adjustment of up to 10% base pay adjustment may be granted to aid SLFPA-E in retaining an employee who has an outside job offer when his/her loss would be detrimental to SLFPA-E or when he/she would be difficult to replace. The optional pay adjustment is to allow the SLFPA-E to counter the outside pay offer and retain the employee.

b) To be eligible for an optional pay adjustment for retention purposes, an employee must have a job offer from: (1) a private employer; (2) a non-state government entity; or (3) for an unclassified position in a different state agency.

c) The job offer must be verified in writing by the SLFPA-E Human Resources Director or the Human Resources manager at a levee district.

d) If an employee has a written job offer that is more than 10% above his/her current base pay, the Appointing Authority may grant the employee 10% under this policy and request an additional pay adjustment from the State Civil Service Commission under Rule 6.16(c) for the amount over 10%.

2. Pay Compression:

a) In rare instances, the mechanics of the pay plan and the implementation of various State Civil Service Rules cause the compression of pay rates of employees (i.e. Market Grade Adjustment, Special Entrance Rate, etc.) and an optional base pay adjustment of up to 10% may be warranted. However, the use of an optional pay adjustment is not permitted to address situations where subordinate employees with more years of state service make more than supervisors with fewer years of state service solely due to a difference in their respective years of state service.

b) To properly evaluate such instances of pay compression, the Appointing Authority will have their Human Resources department provide documentation specifically identifying the scope of the pay compression and detailing the events that caused the disparity.

c) In approving such requests, the Appointing Authorities must consider the length of service, the proximity of the respective positions and what affect granting the increase will have on the morale and/or pay disparities among other employees within the organizational unit.

3. Performance of Additional Duties:

a) Optional pay adjustments for the performance of additional duties are most commonly used when an employee temporarily or permanently assumes a portion of the duties of another position or when a portion of the duties of another position are delegated to an employee during the incumbent's absence.

b) To be eligible for an optional pay adjustment for the performance of additional duties, an employee's assigned additional duties must be substantial in nature and be necessary for SLFPA-E to meet its mission, and the employee must be ineligible for compensation through any other mechanism such as reallocation or detail.

c) For performance of additional duties, the Appointing Authority may approve an optional pay adjustment for a classified employee up to 7% for any single instance or combination of instances. Any optional pay adjustment greater than 7%, up to the maximum of 10%, must be approved by the State Civil Service Commission. All optional pay adjustments for performance of additional duties, regardless of the rate of adjustment should be supported by a completed Optional Pay Adjustment Questionnaire to be retained in the employee's file.

d) No employee shall receive more than a 15% increase in base pay increases for additional duties within three consecutive years for any single instance or combination of instances.

e) Prior to granting a base pay adjustment for additional duties that are PERMANENT in nature, SLFPA-E must first update the employee's position description to reflect the additional duties and submit it to Civil Service for allocation. Additionally, the position allocation must have occurred within the same Fiscal Year the optional pay adjustment is to be awarded.

f) If the increase in duties is TEMPORARY, a lump sum increase may be granted at the conclusion of the assignment or spread out over the duration of the project at the Appointing Authority's discretion. If it is determined that the assigned duties will extend beyond one year, the Appointing Authority must approve an optional pay adjustment for the additional year. The optional pay adjustment may be recalculated based on the employee's base pay at that time.

g) Optional pay adjustments for performance of additional duties may be warranted when one or more of the following apply:

i) The additional duties require the employee to acquire new skills or competencies;

ii) Other duties are not taken away from the employee to allow him to perform the new duties (i.e. they are truly additional duties); or

iii) The duties are at a higher level than the employee's current job, yet insufficient to justify a reallocation.

h) The employee's department director or supervisor must initiate the request for optional pay utilizing the Optional Pay Adjustment Questionnaire to identify the employee's additional duties, the reason the additional duties were assigned, and the anticipated duration of the additional workload. The current approved position description and the questionnaire will be submitted to the Appointing Authority, via the Human Resources department, for review and approval.

4. Recruitment into Difficult-to-Fill Positions:

a) The agency Human Resources Director/Manager will review, on a fiscal year basis, turnover statistics and recruiting difficulties.

b) Data gathered by the Human Resources Director/Manager will be presented to the Appointing Authority and a determination made with regard to offering up to a 10% base pay increase to employees hired into these jobs upon attainment of permanent status.

IV. LIMITATIONS/RESTRICTIONS

1. Optional pay adjustments may only be granted to permanent classified employees who have a current PES rating of at least "Successful" or equivalent.

2. Optional pay adjustments are subject to available funding.

3. Optional pay adjustments may only be granted by the Appointing Authority and in accordance with this optional pay adjustment policy.

4. Optional pay for an individual employee for any one or a combination of reasons including retention, pay compression, additional duties and recruitment, shall not exceed 10% in a single fiscal year. Optional pay shall not exceed 15% base pay increase within three consecutive years for the performance of additional duties.

5. Optional pay adjustments shall not duplicate payments received pursuant to any other pay rule.

6. In accordance with State Civil Service Rule 6.16.2, optional pay adjustments for employees whose rate of pay is below their pay schedule/level maximum may be made as either a lump sum payment or a permanent addition to the employee's base salary. Employees at pay schedule/level maximum are not eligible for base pay increases and may receive only a lump sum increase; however, lump sum increases for employees at range maximum cannot be granted in consecutive years regardless of reason for the adjustment.

V. RESPONSIBILITIES

1. Human Resources:

a) In the case of optional pay adjustments for retention, recruitment, pay compression and performance of additional duties, the Human Resources Director/Manager shall ensure that all criteria for the optional pay adjustment are fulfilled (i.e. amount requested is appropriate; the employee has permanent status and has at least a current "Successful" or equivalent PES evaluation; and verifying that the employee has not received a pay increase under another Rule for the same reason; or that a detail or reallocation is not a more appropriate measure; all Civil Service Rules are followed, etc.)

b) In the case of a proposed optional pay adjustment for performance of additional duties the Human Resources Director/Manager shall ensure an updated position description clearly detailing the additional duties assigned to justify all permanent base pay adjustments are submitted to State Civil Service for allocation prior to initiating the base pay adjustment process with the Appointing Authority. The Human Resources Director/Manager shall complete the Civil Service Optional Pay Questionnaire form to verify Optional Pay Policy compliance prior to submitting to the Appointing Authority for approval (or submission to the Civil Service Commission if greater than 7% and up to 10% is proposed). The Civil Service Optional Pay Questionnaire will be maintained in the employee's file along with other supporting documents.

b) In the case of a proposed optional pay adjustment for performance of additional duties greater than 7%, up to the maximum of 10%, the Human Resources Director/Manager shall obtain justification supporting the proposed pay adjustment utilizing the Civil Service Optional Pay Questionnaire and submit this, along with the updated position description and an Employee Change form, to the Civil Service Commission for authority to grant up to an additional 3% base pay adjustment.

c) In the case of optional pay adjustments for recruitment, the Human Resources Director/Manager shall assess annually and make a recommendation to the Appointing Authority regarding whether turnover statistics warrant a pay adjustment to employees hired into these jobs upon attainment of permanent status, recruited into these jobs internally or transferring into these positions with permanent status.

d) The Human Resources Director/Manager shall submit a report detailing all payments made to employees in the Fiscal Year to the Regional Human Resources Director by July 15th of each year.

e) The Regional Human Resources Director shall submit a consolidated report detailing all payments made to employees in the Fiscal Year to Civil Service by July 31st of each year.

2. Appointing Authority:

a) The Appointing Authority shall approve all optional pay adjustment requests before they are implemented. If requests are denied, a reason shall be provided and the request returned to the Human Resources Director/Manager for appropriate action.

b) The Appointing Authority shall determine the appropriateness, for recruitment purposes, of a 10% pay adjustment upon attainment of permanent status to employees hired, recruited internally or transferring with permanent status into jobs having high turnover and/or recruiting difficulties. Pay adjustments for recruiting purposes shall be applied in a uniform manner for a job title.

c) The Appointing Authority shall initiate, when appropriate, a request to the State Civil Service Commission for approval of optional pay for performance of additional duties greater than 7% up to the maximum of 10%.

VI. APPROVAL, POSTING AND REPORTING REQUIREMENTS

The SLFPA-E Optional Pay Adjustment Policy will be posted in a location accessible to all employees. A listing of all recipients and the amounts will be posted in the same manner. An Annual Report shall be submitted to the Department of State Civil Service by July 31 under the policy for the previous fiscal year, July 1 to June 30, documenting the recipients and the reasons for the adjustment.

VII. QUESTIONS

Any questions regarding this policy should be addressed to the agency Human Resources department.



Appointing Authority Signature

11-18-2016

Date