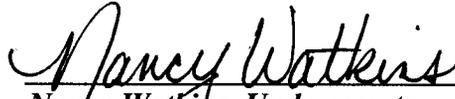


PPM #47

Policy Name: *Premium Pay*
Effective Date: *January 4, 2016*
Revision Date: *May 4, 2016, July 30, 2018; September 13, 2018*

Authorization:



Nancy Watkins, Undersecretary

I. POLICY

As approved by the State Civil Service Director, it is the policy of the Office of the Lieutenant Governor (OLG) and Department of Culture, Recreation and Tourism (DCRT) to implement Premium Pay for specific positions. The chart outlining those affected positions shall be maintained by the Human Resources Division and will reflect approved Premium Pay throughout OLG/DCRT.

This policy is not intended to create any property rights. OLG/DCRT 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.

II. PURPOSE

The purpose of this policy is to provide OLG/DCRT with a tool that allows for competitive pay for recruitment and retention efforts in accordance with Civil Service Rule 6.16(a).

III. APPLICABILITY

This policy is applicable to the specific offices and positions reflected on the attached addendum.

IV. PROCEDURES

Appointing Authorities and supervisors are responsible for reporting to the Human Resources Division the specific positions and incumbents that are eligible for premium pay. Such reporting must be submitted in a timely manner, as follows:

1. For Positions: When creating a new position request or updating an existing position for which premium pay is/will be applicable, the position description must include the optional attachment form (SF-3.A) located on Channel Z,

indicating that there is approved premium pay for this position and listing the applicable amount.

2. For Employees: When the movement of an employee from one position to another, or the movement of the position from one organizational unit to another, creates or eliminates an employee's eligibility for premium pay, a Personnel Authorization Form (Form 301) must be submitted for the action specifically denoting the addition or deletion of premium pay as a result.

V. QUESTIONS

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

Summary of Changes: New policy (January 4, 2016), Revised (May 3, 2016), Updated signature (September 13, 2018).

ADDENDUM – LIST OF SPECIAL ENTRANCE RATES

Location	Job Title(s)	Premium Pay Rate	Effective Date	Business Reason
Grand Isle State Park 0264	Administrative Coordinator 1 Administrative Coordinator 2 Administrative Coordinator 3 Maintenance Repairer 1 Maintenance Repairer 2 Park Manager 1 Park Manager 2 Park Manager 3 Park Ranger 1 Park Ranger 2 Parks Building and Grounds Attendant	Up to \$2.00 per hour for all hours	1/4/2016	To address recruiting/retention difficulties due to remote location and local market conditions.
Office of Management and Finance 0261	Human Resources Analyst A-C Human Resources Specialist	\$1.00 per hour for all hours worked	5/9/2016	To address retention difficulties.