

LOUISIANA STATE UNIVERSITY HEALTH CARE SERVICES DIVISION  
BATON ROUGE, LOUISIANA

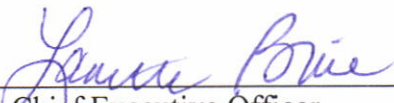
POLICY NUMBER: 4515-17

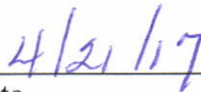
CATEGORY: Human Resources

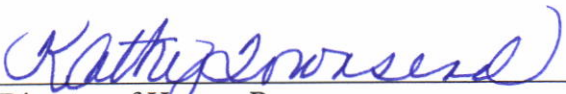
CONTENT: Classified Employees Pay Policy

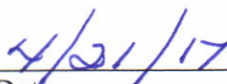
EFFECTIVE DATE: Issued: August 18, 2000  
Revised: March 22, 2001  
Revised: September 27, 2002  
Reviewed and Revised: December 31, 2007  
Reviewed: November 20, 2008  
Reviewed: December 1, 2010  
Reviewed: October 24, 2011  
Revised: March 28, 2014  
Reviewed: March 17, 2015  
Revised: August 4, 2016  
Reviewed: April 21, 2017

INQUIRIES TO: Human Resources Administration  
LSU Health Care Services Division  
Post Office Box 91308  
Baton Rouge, Louisiana 70821-1308  
Telephone - 225-354-4843 Fax - 225-354-4851

  
\_\_\_\_\_  
Deputy Chief Executive Officer  
LSU Health Care Services Division

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Director of Human Resources  
LSU Health Care Services Division

  
\_\_\_\_\_  
Date

**LSU HEALTH CARE SERVICES DIVISION  
CLASSIFIED EMPLOYEES PAY POLICY**

**I. POLICY STATEMENT**

The LSU Health Care Services Division (HCS D) shall comply with State Civil Service Rules and the Fair Labor Standards Act in relation to the administration/application of all compensation practices.

**II. APPLICABILITY**

This policy will be applicable to classified jobs at HCS D Headquarters and Lallie Kemp Hospital for the following categories of compensation:

- 6.5(g) Hires/Extraordinary Credentials and/or Experience –See HCS D Policy No. 4547
- Annual Leave Payment Upon Separation – (page 10)
- Annual Leave Payment Upon Separation when on Detail/Unclass Job – (page 10)
- Annual Leave Re-Payment Upon Re-Hire – (page 10)
- Annual Leave Re-Payment Upon Reinstatement following Appeal – (page 10)
- Base Supplement – (page 8)
- Compensatory Leave Payment Upon Separation or Transfer– (page 10)
- Demotion – (page 7)
- Detail to Special Duty Upward - (page 4)
- Disaster Pay – See HCS D Policy No. 4548
- Dual/Secondary Employment of Nonexempt Employees – (page 11)
- Employees at Range Maximum – (page 9)
- Extraordinary Duty Pay – (page 9)
- Holiday Compensation – (page 5)
- Individual Pay Adjustment – (page 9)
- Official Closure Pay – See HCS D Policy No. 4548
- On-Call – (page 5 & page 8)
- Optional Pay – See HCS D Policy No. 4534
- Overtime Compensation – (page 6)
- Overtime Compensation for Official Closure – See HCS D Policy No. 4548
- Premium Pay – (page 9)
- Promotion – (page 4)
- Promotion vs. Probational Appt of HCS D employee – (page 4)
- Reallocation – (page 4)
- Reentering the Classified Service w/o Break in Service – (page 6)
- Rewards/Recognition – See HCS D Policy No. 4554
- Shift Differential – (page 6 & page 9)
- Sick Leave Payment Upon Non Disciplinary Removal – (page 11)
- Special Entrance Rates (SER) – (page 8 & page 9)

**III. IMPLEMENTATION**

This policy and subsequent revisions to this policy shall become effective upon approval signature and date of the Deputy CEO of the HCS D and State Civil Service when applicable.

#### IV. RESPONSIBILITY

- A. It shall be the responsibility of the Hospital Administrator and/or their designee(s) to:
1. Ensure equity and consistency of special pay according to job categories, market conditions and practices.
  2. Ensure that the implementation of special pay does not cause the hospital to exceed authorized expenditures for the current and succeeding fiscal year.
  3. To secure prior approval for any special pay actions which would cause the hospital to exceed their personal services budget.
- B. It shall be the responsibility of the HCSD Human Resources Administration to:
1. Develop, monitor and review pay practices of Lallie Kemp Regional Medical Center.
  2. Review, recommend and/or approve those special pay options included under Section VII, B. of this policy.
  3. Advise, recommend and assist Headquarters and Hospital Administration, etc. in the implementation of appropriate pay practices.

#### V. DEFINITIONS

For purpose of this policy, the following words or phrases shall have the following meanings:

- A. Base Pay – an employee’s hourly rate of pay as set in accordance with State Civil Service Rules. Base pay does not include premium pay, shift diff, or any other additional compensation that may be paid to an employee in the course of their employment.
- B. Base Supplement Pay - additional pay above the range maximum, when authorized by the State Civil Service Commission and approved by the governor. Base supplement pay may be requested when market and employment conditions require such supplement in order to maintain competent and experienced staff. Base supplement pay is treated as part of an employee's base pay.
- C. Compensation - salary, wages, fees, and special pay actions authorized under State Civil Service Rules which are earned by and paid to an employee.
- D. Dual (secondary) Employment - full-time HCSD employees with part-time secondary jobs with another state agency.
- E. Extraordinary Credentials and/or Experience - extraordinary and/or unique qualifications and/or credentials specifically related to a position being filled. The possession of such unique qualifications is exceptional to that of other applicants.
- F. Exempt – employees designated as “exempt” by definition of the Fair Labor Standards Act may be compensated for overtime hours except as required by HCSD policy or State Civil Service rules.

- G. Pre-Approved Special Entrance Rate - a pre-authorized rate approved by the State Civil Service Commission to help agencies quickly address recruiting and retention challenges. Agencies must establish a policy in accordance with State Civil Service guidelines to use a Special Entrance Rate.
- H. Hiring Rate - the base pay rate at which an employee is hired into a job.
- I. Individual Pay Adjustment - an increase in the individual base pay rate of an employee based on specialized training or experience and must be approved by the State Civil Service Commission.
- J. Individual Pay Rate - the rate of base pay assigned to a given employee.
- K. Non-Exempt - employees designated as "non-exempt" by definition of the Fair Labor Standards Act must be compensated for overtime hours.
- L. Official Holiday Schedule - holidays will be observed from midnight to midnight on the designated days as specified by the approved Holiday schedule for the HCSD.
- M. On-Call - employee is free to move about as he/she pleases, at his/her convenience, so long as employee is available for call back to his/her duty station, work ready, within a specified period of time. Employee may be required to remain near a telephone or wear a beeper and notify his/her office of the telephone number where he/she may be reached. On-call is paid when there are no other employees on duty to handle issues.
- N. Overtime - time worked by an employee at the direction of the appointing authority on the employee's official holiday; in excess of the regular duty hours in a regularly scheduled workday or workweek; or a day on which a department or a division thereof, is closed by direction of the appointing authority because of natural emergencies.
- O. Pay Range - the range of pay rates from minimum to maximum set by State Civil Service for a pay grade and job title.
- P. Premium Pay - special pay authorized by the State Civil Service Commission to address recruiting and retention problems for hazardous duty, difficult work environments and/or location, extraordinary duties, market pay problems, and the attainment of educational and/or training credentials.
- Q. Shift Differential - Special pay allowances made to employees who work non-standard hours.
- R. Special Entrance Rates (SER) - pay above the minimum of the pay range authorized by State Civil Service for jobs for the purpose of improving recruiting and retention issues.

**VI. RATE OF PAY UPON PROMOTION/REALLOCATION/DETAILS UPWARD**  
(State Civil Service Rules 6.7 & 6.8 & 6.11)

- A. All employees of the HCSD shall receive the maximum allowed salary adjustment for promotions, reallocations, and details upward in accordance with State Civil Service Rules.
- B. Employees with a conditional salary in place due to a waiver of a reduction in pay on demotion, shall refer to Part VII, A., 7 of this policy for pay on promotions and/or reallocations.
- C. A permanent HCSD employee shall not be required to resign to accept a Probational Appointment within HCSD unless there are documented performance issues or determined to be in the best interest of the agency.
- D. Promotion following Detail – When an employee has been detailed with pay to a higher job and then is promoted to the same job or to a job with an equivalent or higher pay level, the employee shall not be paid less than he earned on detail.
- E. Promotion between Schedules –If the promotion is to a job in another pay schedule that has a higher maximum, the promotional increase is based upon the percent difference of the range maximums as calculated with the following formula:  
Percentage Difference = (New Maximum / by the Old Maximum) - 1
- F. Reallocation to a lower pay grade in same schedule or lower max in a different pay schedule, employee's salary will not change. If the salary is above the maximum of the lower pay range, then the employee's salary will be red circled.

## VII. APPROVAL PROCESS FOR PAY ACTIONS

- A. **Approvals Authorized by Hospital Administrators**  
The Hospital Administrator or their designee(s) shall have the authority to approve and implement the following pay categories/actions when market, recruitment, retention and/or other special circumstances are documented to warrant the necessity of special pay. Copies of approved rates shall be submitted to HCSD Human Resources Administration for record keeping and/or reporting purposes.
  - 1. **Holiday Compensation**
    - a. **Employees Not Scheduled to Work on Holidays**
      - 1) Holidays will be observed from midnight to midnight on the days approved as holidays for HCSD. Employees shall be compensated for the number of hours normally worked on a scheduled workday
      - 2) Exceptions to compensation on holidays observed:
        - a) Employee's regular work schedule averages less than 20 hours a week
        - b) Employee is on a Temporary WAE Appointment
        - c) Employee is on leave without pay (LWOP) immediately preceding and following the holiday period (at end and beginning of work schedule)
        - d) Employee is on an intermittent work schedule

- b. Employees who are scheduled to work on a holiday are to be compensated in accordance with State Civil Service Rule governing overtime (21.8 & 21.9)

2. On-Call

In accordance with State Civil Service Rule 6.28 and Civil Service General Circular No. 929 (up to \$2.25 per hour), HCSD and Lallie Kemp Regional Medical Center shall have a written policy in place to administer on-call. (Please refer to VII, B, of this policy to request an exception). State Civil Service must approve all on-call policies. The State Civil Service Commission shall approve policies above the pre-approved rates.

- a. Without an approved exception from the HCSD Deputy CEO, on-call pay shall not be applicable to incumbents of jobs which are administrative in nature, i.e. Hospital Administrator, Hospital Service Director/Division Directors, department heads and/or administrative managerial staff.
- b. On-call compensation shall cease upon the employees' return to pay or duty status.
- c. On-call shall not be paid to employees on suspension with pay pending investigation.
- d. On-call shall not be paid to employees on leave except under emergency circumstances as determined by the Hospital Appointing Authority.
- e. On-call shall not be paid to employees when there is applicable staff on duty to answer questions/handle issues.
- f. On-call shall not be paid to employees not available to return to their duty station, work ready except under emergency circumstances as determined by the Hospital Appointing Authority.
- g. On-call shall not be paid to an employee for his/her regularly scheduled hours of duty.
- h. On-call compensation is in addition to the employee's base pay and is not to be included in terminal leave payments.

3. Overtime

Within the perimeters of options authorized under State Civil Service Rules, all HCSD business units shall compensate employees for overtime where required under the rules and/or the Fair Labor Standards Act.

4. Overtime Options for Official Closures – See Disaster Pay Policy No. 4548

5. Shift Differentials

In accordance with State Civil Service Rule 6.8 and General Circular Nos. 1003 and 1023, Human Resources Administration must be notified by memo of any new or revised rates implemented. Shift differential pay is received for hours actually worked on an eligible shift and shall not be applicable to hours while on leave status. (Refer to Section VII, B. of this policy for any exception.) State Civil Service must approve shift-differential policies.

6. Pay Upon Reentering the Classified Service Without Break In Service (Civil Service Rule 6.5 (h))

- a. When a permanent state employee (non-HCSD) resigns in order to accept a new Probational Appointment at a salary level higher than the job formerly held with permanent status and the employee accepts such an appointment without a break in service of one (1) or more working

days, the employee shall retain eligibility for the increase that would have been granted to the employee had he/she transferred and promoted into HCSD for a period not to exceed one (1) year.

- b. A permanent HCSD employee shall not be required to resign to accept a Probational Appointment within HCSD unless there are documented performance issues or determined to be in the best interest of the agency.

7. Rate of Pay Upon Demotion (Civil Service Rule 6.10)

- a. Mandatory 7% Salary Reduction Upon Demotion, but cannot be less than the pay range minimum.

- 1). Failure to maintain a license or other required credential:

If the reason for the voluntary demotion is the employee's failure to maintain a license or other credential required for the position occupied, the employee's salary shall be reduced 7% upon demotion. Employees cannot be paid above the maximum of the pay range of the job to which the employee is taking a demotion.

Monies to be received on any subsequent promotion or reallocation within six months from the time of demotion will be limited to 7% or minimum of new pay range, whichever is higher.

- 2). Demotion as a result of an official disciplinary action. Salary reduction cannot be waived.
- 3). An employee who accepts a promotion and who, within one year from the date of said promotion, requests a voluntary demotion to return to a lower position or job title, shall have his/her salary reduced by minimum of 7%, but cannot be less than the pay range minimum of the new job.

- b. Waiver of Salary Reduction Option

- 1). Employees who voluntarily demote may be "conditionally" exempted from the mandatory reduction in pay required under applicable State Civil Service rules, provided the employees' salary is within the pay range of the job to which the employee is demoting. Employees cannot be paid above the maximum of the pay range of the job to which they are taking a demotion.

- 2). The "condition" placed on the pay reduction waiver is enforced when the employee is within six months from the effective date of the demotion and is either reallocated or promoted to a higher level job.

At that time the employee's salary on reallocation or promotion will be calculated on the employee's true rate of pay, i.e., the salary the employee would have earned had the employee's salary been reduced by 7% at the time of demotion.

- 3). If no promotion or reallocation occurs within six months from the date of demotion, the "condition" is removed and the employee regains eligibility to receive pay increases normally associated with promotions and/or reallocations.

- 4). The waiver to the mandatory pay reduction shall not be granted in an arbitrary or fraudulent manner designed to ultimately increase the employee's rate of pay.
- 5). An employee may only be granted a "conditional" exemption from the mandatory pay reduction once in a twelve (12) month period; EXCEPT, as an ADA accommodation. If exception applies, the employee may be granted an additional exception regardless of whether one was granted in the previous twelve (12) months.
- 6). A Request to Waive Reduction in Pay Upon Demotion form shall be completed, signed, dated by Appointing Authority/Designee and filed in the official employee personnel record. (See Attachment #1)
8. 6.5 (g) Hires; Extraordinary Credentials and/or Experience – See HCSD Policy No. 4547
9. Special Entrance Rates (SER's)  
  
Within the perimeters of options authorized under State Civil Service Rules, the Appointing Authority and State Civil Service may approve, when based on sufficient data to support the requested rates (i.e. recruitment, retention, area salary data, etc.); the SER Questionnaire (which can be found in the HR Handbook on the SCS website). Documentation will be maintained at the Hospital HR Department for review as applicable. (Refer to Section VII, B. of this policy for any exception.)
10. Optional Pay - Refer to HCSD Policy No. 4534

**B. Prior Approval of Pay Actions Required**

The HCSD Hospital Administrator or their designee(s) shall request prior approval of the HCSD Deputy CEO or designee for any requests to grant or to request approval of State Civil Service or the State Civil Service Commission for special pay categories/actions as follows:

1. Base Supplement Pay  
In accordance with State Civil Service Rule 6.4, all requests for Base Supplement pay will require prior approval of the HCSD Human Resources Administration and subsequent approval by the State Civil Service Commission and the Governor.  
Requests to Human Resources Administration shall include justification identifying area and regional compensation and recruitment/applicant market conditions that would necessitate pay above the maximum of the range; SER questionnaire (Attachment #2).
2. On-Call  
Requests to exceed the on-call rates in accordance with State Civil Service Rule 6.28, requires prior approval of Human Resources Administration and subsequent approval of the State Civil Service Commission.



3. Shift Differentials  
Requests to exceed the percentages in accordance with State Civil Service Rule 6.28 requires prior approval of the HCSD CEO, Human Resources Administration, and subsequent approval of State Civil Service.
4. Special Entrance Rates  
Requests to exceed the State Civil Service pre-approved rates will require prior approval of Human Resources Administration and subsequent approval of the State Civil Service Commission. Requests must include sufficient data to support the requested rates (i.e. recruitment, retention, area salary data, etc.) such as the SER Questionnaire (which can be found in the HR handbook on the State Civil Service website).
5. Premium Pay/Special Pay/Extraordinary Duty Pay, Individual Pay Adjustments  
Requests for Premium Pay to include Extraordinary Duty Pay, and Individual Pay Adjustments require approval of the State Civil Service Commission. Requests must include documentation to justify the requested special pay to include the Premium Pay questionnaire (which can be found in the HR Handbook on the State Civil Service website).  
The State Civil Service Director may approve Premium Pay requests for up to \$2.00/hour for all hours worked.
6. Pay for Employees at Range Maximum (State Civil Service Rule 6.16 (g))
  - a. A lump sum payment of 4% of an employee's base salary may be proposed and with prior approval, granted to employees at range maximum who meet the following criteria:
    - 1) Employee must have at least twelve (12) years of continuous state service;
    - 2) Employee must have been at the same range maximum for at least three (3) years;
    - 3) Employee must have been rated "Successful" or its equivalent for the three (3) years while at the range maximum.
  - b. Fiscal impact statements shall be submitted to Human Resources Administration by the Hospital by September 1<sup>st</sup> of each year to be included in the budget request for the following fiscal year, certifying the cost to implement a 4% lump sum payment to employees at range max.
  - c. Based on availability of funds, the HCSD Deputy CEO will determine if longevity payments will be provided to eligible HCSD employees.
  - d. If approved, employees will be eligible for a 4% lump sum payment on October 1, provided the employee's performance is rated as "Successful", its equivalent, or better on their annual PES.
  - e. Employees may not receive such an increase more frequently than every three (3) years.
  - f. Employees red-circled are ineligible.
  - g. Eligibilities for the longevity increase gained but not received at the time of initial eligibility may be given prospectively at any time within three (3) years of the initial eligibility.
7. Request of, or authorization by, the Appointing Authority to implement special pay actions which would cause the hospital to exceed their personal service

budget requires approval of HCSD Deputy CEO.

### **VIII. PAYMENT OF ANNUAL LEAVE UPON SEPARATION (CS Rule 11.10)**

- A. An employee shall be paid the value of his accrued annual leave in a lump sum not to exceed 300 hours. Payment is computed on the employee's base hourly rate of pay (to include base supplement, if applicable) at the time of separation.

NOTE: THE HOURLY RATE OF PAY FOR EMPLOYEES, WHO ARE ON DETAIL TO A HIGHER JOB OR ON LEAVE TO ACCEPT AN UNCLASSIFIED JOB WITH HIGHER RATE OF PAY, SHALL NOT BE USED TO COMPUTE PAYMENT OF ANNUAL LEAVE UPON SEPARATION.

- B. Fractional hours may be disregarded.
- C. No payment of annual leave shall be paid to any employee who is dismissed for theft of agency funds or property.

### **IX. REPAYMENT OF ANNUAL LEAVE UPON RE-HIRE INTO STATE SERVICE**

Employees who have been paid for accumulated annual leave and are re-hired into a classified job shall pay the Department which re-hires them as follows:

- A. Separations (Not to include furlough followed by layoff. See "B" below.)  
The value of such annual leave at the rate paid him less the value of working hours for which they have been paid which intervenes between the last day worked and the date of reemployment and shall be given credit for the number of hours of annual leave for which they have made reimbursement.
- B. Furlough followed by Layoff  
  
The value of such annual leave at the rate paid him less the value of working hours for which they have been paid which intervenes between the effective date of the furlough and the date of re-hire and shall be given credit for the number of hours of annual leave for which they have made reimbursement.
- C. Employees re-hired into a Classified WAE Appointment or Job Appointment shall not be subject to re-payment of annual leave.

### **X. REPAYMENT OF ANNUAL LEAVE UPON REINSTATEMENT (SCS APPEAL)**

- A. Employee separated from employment and paid up to 300 hours of annual leave
1. An employee granted reinstatement by decision of the State Civil Service Commission or referee may, at his sole option, re-purchase all or part of the annual leave balance held at time of separation.
- B. Employee is not re-credited with any compensatory leave paid at time of separation.

**XI. PAYMENT OF COMPENSATORY LEAVE UPON SEPARATION OR TRANSFER**

- A. Balances of overtime compensatory leave hours earned at the time and one-half rate shall be paid upon the employees' transfer or separation from the business unit under which the leave was earned
- B. In the absence of budgetary constraints, all balances of hour for hour (straight-time) compensatory leave credited while employed by the business unit from which the employee is separating, may be paid upon the employees' transfer or separation from that business unit.

**XII. PAYMENT OF SICK LEAVE/NON-DISCIPLINARILY REMOVAL - SCS RULE 12.6(a)1**

- A. Employees dismissed from duty in accordance with State Civil Service Rule 12.6.(a)1 shall be paid the value of his/her accrued sick leave in a lump sum, based on his/her hourly rate at the time of separation.
- B. Exceptions to this rule include:
  - 1. Employees reemployed in a probational or permanent status in the classified state service without a break in service of one or more working days, shall have the sick leave balance transferred to the employing agency.
  - 2. Employees reemployed in the unclassified service without a break in service of one or more working days, may have the sick leave balance transferred to the employing agency, if applicable.

**XIII. DUAL/SECONDARY EMPLOYMENT OF NON-EXEMPT EMPLOYEES**

Full-time HCSD employees designated as "non-exempt" as defined by the Fair Labor Standards Act, who has a secondary part-time job with another state agency or another HCSD Business Unit, shall be advised upon employment that it is the position of HCSD to NOT PAY for overtime hours incurred as a result of part-time employment.

**XIV. EXCEPTIONS**

Request for an exception to this policy will require submittal to Human Resources Administration and must include detailed justification and documentation for prior approval. Exceptions will require approval of the Deputy CEO of HCSD.

Classified Employees Pay Policy Attachment #1

**REQUEST TO WAIVE REDUCTION IN PAY UPON DEMOTION**

Office/Facility: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Demotion Effective Date: \_\_\_\_\_ Current Hrly Salary: \_\_\_\_\_

**FROM** Job Title: \_\_\_\_\_ Pay Grade: \_\_\_\_\_

**TO** Job Title: \_\_\_\_\_ Pay Grade: \_\_\_\_\_

Current Salary is within pay range of job demoting into? \_\_\_\_\_

If not, hourly salary after demotion: \_\_\_\_\_

**THE APPROVAL OF THE EXCEPTION TO THE MANDATORY PAY REDUCTION IS NOT BEING GRANTED IN AN ARBITRARY OR FRAUDULENT MANNER DESIGNED TO ULTIMATELY INCREASE THE EMPLOYEES RATE OF PAY.**

APPROVED \_\_\_\_\_

DISAPPROVED \_\_\_\_\_

\_\_\_\_\_  
Name and Job Title of Appointing Authority or Designee Date

\_\_\_\_\_  
Signature of Appointing Authority or Designee Date

Comments: \_\_\_\_\_

**A COPY OF THIS FORM MUST BE FILED IN THE OFFICIAL EMPLOYEE RECORD**  
Revised 7/2016