

**LOUISIANA STATE UNIVERSITY HEALTH CARE SERVICES DIVISION
BATON ROUGE, LOUISIANA**

POLICY NUMBER: 4515-23

CATEGORY: Human Resources

CONTENT: Classified Employees Pay Policy

APPLICABILITY: This policy will apply to classified jobs at Health Care Services Division Administration (HCSDA) and Lallie Kemp Medical Center (LKMC) for compensation practices.

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INQUIRIES TO: Human Resources Administration
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Note: Approval signatures/titles are on the last page

LSU HEALTH CARE SERVICES DIVISION CLASSIFIED EMPLOYEES PAY POLICY

I. POLICY STATEMENT

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

Note: Any reference herein to Health Care Services Division (HCSO) also applies and pertains to Lallie Kemp Medical Center.

II. CATEGORIES OF COMPENSATION

- 6.5(g) Hires/Extraordinary Credentials and/or Experience –See HCSO Policy No. 4547
- Annual Leave Payment Upon Separation – (page 9)
- Annual Leave Payment Upon Separation when on Detail/Unclass Job – (page 9)
- Annual Leave Re-Payment Upon Re-Hire – (page 10)
- Annual Leave Re-Payment Upon Reinstatement following Appeal – (page 10)
- Compensatory Leave Payment Upon Separation or Transfer– (page 10)
- Demotion – (page 8)
- Detail to Special Duty Upward - (page 6)
- Disaster Pay – See HCSO Policy No. 4548
- Dual/Secondary Employment of Nonexempt Employees – (page 10)
- Extraordinary Duty Pay – (page 9)
- Holiday Compensation – (page 7)
- Individual Pay Adjustment – (page 9)
- Market Adjustments (page 6 & page 7)
- New Hire Rates – (pages 5, & 6)
- Official Closure Pay – See HCSO Policy No. 4548
- On-Call – (page 8 & page 9)
- Optional Pay – See HCSO Policy No. 4534
- Overtime Compensation – (page 8)
- Overtime Compensation for Official Closure – See HCSO Policy No. 4548
- Pay Upon Accepting Prob Appt in lieu of Promotion – (page 7)
- Perm Status to Prob Appt Pay w/no break in service – (page 6)
- Premium Pay – (page 9)
- Promotion – (page 6)
- Promotion vs. Probational Appt of HCSO employee – (page 6)
- Reallocation – (page 6)
- Shift Differential – (page 8 & 9)
- Sick Leave Payment Upon Non Disciplinary Removal – (page 10)
- Special Entrance Rates (SER) – (page 9)

III. IMPLEMENTATION

This policy and subsequent revisions to this policy shall become effective upon approval and signature of the HCSO Executive Officer/Designee and State Civil Service when applicable.

Note: Approved by the CS Commission Meeting 06/06/18

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 XI, B. of this policy.
 3. Advise, recommend and assist HCSD Administration 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 and any supplemental pay as set in accordance with State Civil Service Rules. Base pay does not include overtime, per diem, payment in kind, premium pay, shift diff, one-time lump sum payments, or any other allowance for expenses authorized and incurred as an incident to employment.
- B. Compensation - salary, wages, fees, any special pay considerations, or any other cash payment directly to an employee as result of service rendered in any position. It shall not include reimbursement for travel incurred in the performance of official duties nor the authorized assignments on utilization of automobiles, houses or other movable property of the state or other governmental entity.
- C. Demotion – a change of an employee from a position on one job title to a different position allocated to a job with a lower maximum.
- D. Detail to Special Duty – the temporary assignment of an employee to perform the duties and responsibilities of a position other the one to which he is regularly assigned, without prejudice to his rights in and to his regular position.
- E. Dual (secondary) Employment - full-time HCSD employees with part-time secondary jobs with another state agency.

- F. 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.
- G. 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.
- 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. Market Adjustment - means an adjustment to an individual’s base pay based upon the employee’s position into the range and relation to market.
- L. Non-Exempt - employees designated as "non-exempt" by definition of the Fair Labor Standards Act must be compensated for overtime hours.
- M. 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.
- N. 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.
- O. 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.
- P. Pay Plan – the schedule of pay ranges assigned to each classification in the classified service.
- Q. Pay Range - the range of pay rates from minimum to maximum set by State Civil Service for a pay grade and job title.
- R. 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.
- S. Reallocation – a change in the allocation of a position from one job title to another job title

- T. Shift Differential - Special pay allowances made to employees who work non-standard hours.
- U. 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. **HIRING RATES**

Pay upon employment shall be at the minimum of the range established for the job, except:

- A. The pay of a probational, or job appointee shall not be reduced when the employee is earning more than the minimum for the job he occupies, and is then probationally appointed to a position in the same job, or a different job with the same maximum rate of pay, in the same department without a break in service.
- B. Reemployment Eligibility Rate
The pay of an employee who has had a break in service of at least 30 days, other than one being restored to duty following military service or being reemployed following a layoff, **may** be fixed at any rate in the range, for the position in which he is being employed, that does not exceed the highest salary he previously earned while serving with permanent status in a classified position other than detail to special duty. If the range for the job has been adjusted and the range minimum is higher than his former salary, he will enter at range minimum. If the former salary is higher than the range maximum his pay rate shall be set no higher than the range maximum for the position in which he is being employed. The appointing authority **may** at any time grant, to the extent permitted by other provisions of the Civil Service rules, any increase for which an employee having reentered the classified service possesses eligibility.
Note: This Rule shall not apply to a former employee who was dismissed or resigned to avoid dismissal.
- C. Classified When Actually Employed (WAE) Appointment
An appointing authority may set the pay of the employee at any rate in the range.
- D. Return From Military
Subject to Rule 23.15, when an employee returns from military service and is restored to duty in his former, equivalent or lower position, his pay shall be fixed at the rate earned prior to leaving the classified service. If the job or equivalent job had been upgraded or any pay adjustments granted, he shall be granted a pay rate reflecting the impact of these adjustments, as though he had been in that job at the time of the adjustments.
- E. Special Entrance Rates approved by Civil Service
- F. Extraordinary Qualifications/Credentials – See HCSD Policy #4549
- G. Pay Upon Appointment From a Department Preferred Reemployment List (DPRL)
The pay of a person appointed from a DPRL may be fixed no higher than his rate of pay at the time of the layoff or displacement action, which entitled him to placement on the preferred list from which he is appointed, or at his current rate if such rate is higher

based on other Civil Service Rules. If the range for the job has been adjusted and the range minimum is higher than his former salary, he will enter at the range minimum. In no case shall the rate of pay be higher than the range maximum for the job to which the person is appointed.

- H. Pay Upon Accepting Probational Appointment in Lieu of Promotion – When an employee resigns a permanent position and accepts a probational appointment without a break in service, and the appointment would have been considered a promotion according to Rule 6.7, the appointing authority shall grant any increase for which the employee would have been eligible under Rule 6.7.

Note: This rule shall not apply to an employee who was dismissed or resigned to avoid dismissal.

VII. RATE OF PAY UPON PROMOTION, REALLOCATION, DETAILS UPWARD, AND DETAILS LATERAL, DETAILS DOWNWARD

(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.
- G. Details to Special Duty Lateral or Downward – Employee's salary shall not be reduced, but will remain at the same rate of pay as in their regular position.
- H. Pay Upon Accepting Probational Appointment in Lieu of Promotion – When an employee resigns a permanent position and accepts a Probational appointment without a break in service, and the appointment would have been considered a promotion according to Rule 6.7, the appointing authority shall grant any increase for which the

employee would have been eligible under Rule 6.7.

Note: This rule shall not apply to an employee who was dismissed or resigned to avoid dismissal.

VIII. MARKET ADJUSTMENTS

- A. Market Adjustments will be implemented in accordance with State Civil Service Rules and implementation procedures in accordance with applicable General Circular.
- B. Employees serving as classified When Actually Employed (WAE) jobs, shall not be eligible for a market adjustment.
- C. The amount of base pay adjustments shall be implemented in accordance with State Civil Service Rules.
- D. Employee may not be paid above the maximum rate of pay.
- E. Market Adjustment shall not affect employee's ability to receive other types of adjustments under the pay rules.
- F. Employee with current official Performance Evaluation of "Needs Improvement/Unsuccessful" shall not be granted a Market Adjustment.
- G. Employees on Detail to Special Duty – Market Adjustment shall be calculated on pay in their regular position. Detail rate of pay shall be re-calculated based on new rate of pay in regular position.
- H. An appointing authority may, for rational business reasons, request an exception to this rule from the Civil Service Commission.

IX. APPROVAL PROCESS FOR PAY ACTIONS

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. Refer to Section X of this policy for actions requiring further approval of State Civil Service and/or the Civil Commission.

Note: Implementation and payment of special pay actions, which would cause the Hospital to exceed their personal services budget, requires the approval of the HCSD CEO.

- A. Holiday Compensation
 - 1. Employees Not Scheduled to Work on Holidays
 - a. 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.
 - b. Exceptions to compensation on holidays observed:
 - 1.) Employee's regular work schedule averages less than 20 hours a week

- 2.) Employee is on a Temporary WAE Appointment
 - 3.) Employee is on leave without pay (LWOP) immediately preceding and following the holiday period (at end and beginning of work schedule)
 - 4.) Employee is on an intermittent work schedule
2. 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)

B. 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. Civil Service must approval on-call policy.

1. Without an approved exception from the HCSD 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.
2. On-call compensation shall cease upon the employees' return to pay or duty status.
3. On-call shall not be paid to employees on suspension with pay pending investigation.
4. On-call shall not be paid to employees on leave except under emergency circumstances as determined by the Hospital Appointing Authority.
5. On-call shall not be paid to employees when there is applicable staff on duty to answer questions/handle issues.
6. 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.
7. On-call shall not be paid to an employee for his/her regularly scheduled hours of duty.
8. On-call compensation is in addition to the employee's base pay and is not to be included in terminal leave payments.

C. 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.

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

E. Shift Differentials

In accordance with State Civil Service Rule 6.28 and General Circular Nos. 1003 and 1023, shift differential pay is received for hours actually worked on an eligible shift and shall not be applicable to hours while on leave status. State Civil Service must approve shift-differential policies.

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

1. When an employee is demoted for any reason under any circumstances, his pay shall be fixed as follows:
 - a. If the demotion is to a job within the same schedule or to a job in another schedule with a lower maximum, his pay shall be reduced by a minimum of 7%
 - b. Pay may be set at a lower rate in the range provided that it is no less than the minimum.
2. Waiver of Reduction in Pay for Voluntary Demotions
 - a. An Appointing Authority may waive the reduction in pay for voluntary demotions. However, employees cannot be paid above the maximum of the pay range of the job to which they are taking a demotion.
 - b. An Appointing Authority shall waive a pay increase on promotion, reallocation, or detail to special duty for an employee who has been demoted without a reduction in pay of at least 7% until such time as the employee surpasses the pay level from which they demoted.
 - c. Voluntary demotion of an employee's failure to maintain a license or other credential requirement for the position occupied, shall not be eligible for a waiver of the 7% reduction in pay.
 - d. Demotion as a result of an official disciplinary action, shall not be eligible for a waiver of the 7% reduction in pay.
 - e. 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.
 - f. 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)

G. 6.5 (g) Hires; Extraordinary Credentials and/or Experience-See HCSD Policy No. 4547

H. Special Entrance Rates (SER's)

1. An Appointing Authority may implement SER's within the perimeters of options authorized and approved under State Civil Service Rules.
2. Documentation to support the approved rates will be maintained in the HR Department for review as applicable.

I. Optional Pay - Refer to HCSD Policy No. 4534

X. PRIOR APPROVAL OF PAY ACTIONS REQUIRED BY STATE CIVIL SERVICE AND/OR CIVIL SERVICE COMMISSION

A. On-Call

Requests to exceed the on-call rates in accordance with State Civil Service Rule 6.28.

B. Shift Differentials

Requests to exceed the percentages in accordance with State Civil Service Rule 6.28.

C. 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.

D. Exceptions to the Market Adjustment Rule

E. Other Compensation not covered in Civil Service Rules and/or HCSD Policy.

X. 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.

D. An employee who resigns his permanent status job to accept a job appointment or any non-leave earning position will be paid annual leave up to 300 hours.

E. An employee on Job Appointment who moves into a new Job Appointment within the same agency will not be paid for annual leave, but will have annual leave balances transferred into the new job Appointment.

XII. 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. HCSD Business unit shall contact employee's prior agency to verify the employee's work schedule (8, 9, 10, or 12 hours).

B. Leave repayment is calculated based on the prior regularly scheduled hours and at the rate the employee was initially paid for the annual leave.

C. 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.

D. 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.

E. Employees re-hired into a Classified WAE Appointment or Job Appointment shall not be subject to re-payment of annual leave.

XIII. 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.

XIV. PAYMENT OF COMPENSATORY LEAVE UPON SEPARATION OR TRANSFER

Balances of overtime compensatory leave hours shall be paid upon the employees transfer or Resignation/retirement.

XV. PAYMENT OF SICK LEAVE/NON-DISCIPLINARILY REMOVAL - SCS RULE 11.10.1

A. Employees removed for exhaustion of sick leave is the only time an employee can be paid for his sick leave balance.

B. This payment will typically not exceed eight (8) hours, depending on the incremental leave which the employee accrues between being given notice and his separation.

C. Employee shall be paid the value of accrued sick leave in a lump sum, based on hourly rate at the time of separation.

XVI. DUAL/SECONDARY EMPLOYMENT OF NON-EXEMPT EMPLOYEES

Since the state of Louisiana is considered "one employer" for state jobs, full-time HCSD employees designated as "non-exempt" as defined by the Fair Labor Standards Act, who have a secondary part-time job with another state agency may incur overtime hours to be paid by HCSD. Employment of such individuals shall be considered an exception to the pay policy and shall require prior approval of the HCSD CEO.

XVII. EXCEPTIONS

The HCSD CEO or designee may waive, suspend, change or otherwise deviate from provision of this policy they deem necessary to meet the needs of the agency as long as it does not violate the intent of this policy; state and/or federal laws; Civil Service³ Rules and Regulations; LSU Policies/Memoranda; or any other governing body regulations.

REQUEST TO WAIVE REDUCTION IN PAY UPON DEMOTION

Office/Facility: _____

Employee Name: _____ EmpID: _____

Demotion Effective Date: _____ Current Hrly Salary: _____

FROM Job Title: _____

Pay Grade: _____ Minimum hrly: _____ Maximum hrly: _____

TO Job Title: _____

Pay Grade: _____ Minimum hrly: _____ Maximum hrly: _____

Current Salary is within pay range of job demoting into? _____

Note: Employee may not be paid less than pay range minimum of the new job or above the maximum of the pay range of the new job.

Hourly salary after demotion: _____

Employee has been informed that the Appointing Authority shall waive a pay increase on promotion, reallocation, or detail to special duty for an employee who has been demoted without a reduction in pay of at least 7% until such time as the employee surpasses the pay level from which they demoted.

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 08/2023

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