



Louisiana
SCS
State Civil Service

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HR Handbook Update No. 2017 – 0011

Issue Date: July 3, 2017

To: Head of State Agencies and Personnel Officers

Subject: Update to Chapter 6 – Special Entrance Rates and Premium Pay

REASON FOR UPDATE: To update information regarding special entrance rates and premium pay.

EFFECTIVE DATE: July 1, 2017

This update is intended to provide information to HR officials regarding the Commission's removal of the pre-approved special entrance rate limits and the expiration of the Director's authority to grant premium pay requests up to \$2.00 per hour.

Rule by Rule:

[CSR 6.5\(b\)](#) – amended to reflect the removal of the pre-approved special entrance rate limits.

[CSR 6.16\(a\)](#) – amended to reflect the expiration of the Director's authority to grant premium pay requests up to \$2.00 per hour.

Procedures:

["Premium Pay Policy Standards"](#) – updated to reflect the expiration of the Director's authority to grant premium pay requests up to \$2.00 per hour.

["Special Entrance Rate Policy Standards"](#) – updated to reflect the removal of the pre-approved special entrance rate limits.

Job Aids and Resources:

[Flexible Pay Tools and Policy Requirements](#) – revised to reflect the removal of the pre-approved special entrance rate limits as well as the removal of the Director's authority to grant premium pay requests up to \$2.00 per hour.

If you have any questions regarding these updates, please contact your Compensation Consultant at (225) 342-8083.

Sincerely,

s/Byron P. Decoteau, Jr.
Director
State Civil Service