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GOVERNOR

State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF HUMAN RESOURCES

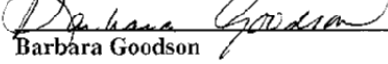
JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

DIVISION OF ADMINISTRATION

PERSONNEL POLICY NO. 76

EFFECTIVE DATE: February 13, 2006

SUBJECT: Flexible Maximum Hire Rate for Mobile
Equipment Operator 1 – Heavy

AUTHORIZATION: 
Barbara Goodson
Assistant Commissioner of Management & Finance

I. POLICY:

In accordance with authority granted by the Department of State Civil Service and effective February 13, 2006, it is the policy of the Division of Administration (DOA) to implement a Flexible Maximum Hire Rate for the Mobile Equipment Operator 1 – Heavy job title.

II. PURPOSE:

The purpose of this policy is to provide the Division with a tool that allows for flexibility in pay for retention purposes.

III. APPLICABILITY:

This policy shall be applicable to the Office of General Services within the Division of Administration.

IV. PROCEDURE:

As of February 13, 2006, individuals hired in positions that are in the Mobile Equipment Operator 1 – Heavy job title, within the Office of General Services, will be hired at the established Special Entrance Rate.

The Personnel Action Requests (PAR) form requesting an appointment in this job title must reference the Special Entrance Rate in the "Remarks" portion of the PAR.

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Effective February 13, 2006, the pay of any employee occupying a position in the Mobile Equipment Operator 1 – Heavy job title, within the Office of General Services, must be raised to at least the new Flexible Maximum Hire rate. Those employees occupying positions in the Mobile Equipment Operator 1 – Heavy job title whose pay is at or above the new Flexible Maximum Hire Rate, may be given an increase, but not to exceed the amount of the percent difference the special entrance and current hiring rate.

V. QUESTIONS:

Any questions regarding this policy should be directed to the Office of Human Resources.

ADDENDUM

The Department of State Civil Service has approved the use of Flexible Maximum Hire Rates for job titles in the Labor/Trades (WS) pay schedule. The following chart reflects:

1. The job title and pay level of the jobs affected,
2. The November 25, 2004 minimum of the pay grade of the job title affected,
3. The actual hire rate that will be utilized by the Division of Administration when filling positions in this job title from February 13, 2006 forward.

TITLE	JOB CODE	WS LEVEL	BIWEEKLY MINIMUM 11/25/04	BIWEEKLY HIRE RATE 02/13/06
Mobile Equipment Operator 1 – Heavy	102860	WS-213	\$920.00	\$1,075.60