



State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF HUMAN RESOURCES

KATHLEEN BABINEAUX BLANCO
GOVERNOR

JERRY LUKE LEBLANC
COMMISSIONER OF ADMINISTRATION

DIVISION OF ADMINISTRATION

PERSONNEL POLICY NO. 83

EFFECTIVE DATE: September 24, 2007

SUBJECT: Flexible Maximum Hire Rate for Warehouse Manager

AUTHORIZATION: _____
Barbara Goodson
Assistant Commissioner of Management and Finance

I. POLICY:

In accordance with authority granted by the Civil Service Commission, it is the policy of the Division of Administration (DOA) to implement a Flexible Maximum Hire Rate for positions in the Warehouse Manager job series.

II. PURPOSE:

The purpose of this policy is to provide the Division of Administration with a tool that allows for flexibility in pay for recruitment, retention and other business reasons.

III. APPLICABILITY:

This policy will be applicable to the Warehouse Manager job title and will apply to all positions within the Division of Administration.

IV. PROCEDURE:

As of September 24, 2007, individuals hired in positions that are in the Warehouse Manager job title will be hired at the established Flexible Maximum Hire Rate.

A Personnel Action Request (PAR) form requesting an appointment in this job title must reference the Flexible Maximum Hire Rate (or Special Entrance Rate) in the "Remarks" portion of the PAR.

Effective September 24, 2007, the pay of employees who occupy positions in this job title will be increased by a percentage or to the new Flexible Maximum Hire Rate whichever is greater, not to exceed the Maximum of the pay grade.

V. QUESTIONS:

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

ADDENDUM

Effective July 18, 2007, Civil Service has approved statewide Flexible Maximum Hire Rates for jobs within the AS Schedule up to the Midpoint.

The following chart reflects:

1. The job code, title and pay level of the job affected,
2. The current biweekly minimum of the job affected, and
3. The actual hire rate that will be utilized by the DOA when filling positions in this job from September 24, 2007 forward.

| Job Code | Title | Pay Level | Current Biweekly Minimum as of 9/24/07 | New Biweekly Hire Rate as of 9/24/07 |
|-----------------|-------------------|------------------|---|---|
| 102240 | Warehouse Manager | AS-611 | \$ 929.60 | \$1,443.20 |