

Office of Human Resources  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

**DIVISION OF ADMINISTRATION**

**PERSONNEL POLICY NO. 110**

**EFFECTIVE DATE:** May 3, 2022

**PREVIOUS VERSION(S):** November 3, 2022; January 5, 2022

**SUBJECT:** Premium Pay for Office of Technology Services (OTS)  
positions within APPDM ERP, APPDM ERP Financial,  
and APPDM ERP Logistics

**AUTHORIZATION:**

  
Barbara Goodson, Appointing Authority

**1. POLICY:**

In accordance with the provisions of Civil Service Rule 6.16(a), it is the policy of the Division of Administration (DOA) to implement Premium Pay for the following job titles and position numbers within the Office of Technology Services (OTS) APPDM ERP, APPDM ERP Financial, and APPDM ERP Logistics sections:

- IT Statewide Systems Analyst 1 (50389920, 50389916)
- IT Statewide Systems Analyst 2 (50397368, 50389919, 50362041, 174931, 50481018, 50389915, 134227, 84398, 85200, 50389922)
- IT Statewide Systems Program Analyst (50391453, 50363181, 50404568, 50454890, 50548242, 50338530, 81927, 167297, 142946, 50383629, 173566)
- IT Statewide Analyst 1 (50595331)
- IT Statewide Systems Manager (50595389, 158546)
- IT Technical Support Consultant-DCL (50362552)
- IT Management Consultant 2-DCL (50562857, 50404569, 50391452)
- IT Statewide Systems Assistant Director (50403398, 50389924)
- IT Statewide Project Leader (178353)
- IT Statewide Assistant Director (168872)

**II. PURPOSE:**

The purpose of this policy is to provide the Division of Administration/Office of Technology Services with a tool that allows for flexibility in pay for recruitment and retention purposes.

**III. APPLICABILITY:**

This policy applies to full-time classified positions within the Office of Technology Services (OTS) APPDM ERP, APPDM ERP Financial, and APPDM ERP Logistics sections (see Addendum A).

**IV. PROCEDURE:**

The Office of Human Resources (OHR) shall maintain a record of those employees who occupy positions in the job titles specified above and maintain the *Positions Authorized to Receive Premium Pay* forms which are located on the OHR website. This same form must be completed in the event of the addition of or removal of such position(s) from the organization.

OHR will ensure positions are eligible for premium pay and, if appropriate, adjust the position attribute in SAP and make the necessary adjustment to the pay of the incumbent in the position.

This policy is not intended to create any property rights. The agency may re-assess “need” and the allocation of funding resources at any time and may rescind or change the amount given at any time. Sufficient notice must be provided to the employee and notification must be sent to State Civil Service of any changes in the amount paid.

**V. RESPONSIBILITY:**

**Section Head is responsible for:**

Determining which positions and incumbents should be authorized for receiving premium pay in a fair and non-discriminatory manner.

Ensuring that only individuals in positions authorized to receive premium pay do so.

Ensuring that each employee under his supervision, current and new, is made aware of this policy and its contents as well as any forthcoming revisions.

Providing for informal discussions of grievances and complaints related to this policy in an effort to resolve problems prior to the filing of a formal complaint.

Maintaining appropriate records of those positions and incumbents authorized for premium pay.

**Managers/Supervisors are responsible for:**

Complying with this policy as directed by the section head.

**VI. EXCEPTIONS:**

Requests for exceptions to this policy should be submitted, in writing, to the Appointing Authority through the Office of Human Resources.

**VII. QUESTIONS:**

Questions regarding this policy should be directed to the Director of Human Resources.

**VIII. VIOLATION OF THE POLICY:**

Employees found to have violated this policy may be subject to disciplinary action, up to and including dismissal.

**ADDENDUM "A"**

Effective May 3, 2022, the following identifies the job titles and position numbers within the Office of Technology Services (OTS) APPDM ERP, APPDM ERP Financial, and APPDM ERP Logistics sections that will receive Premium Pay and the applicable Premium Pay rate.

All eligible employees in the following job titles, job codes, and position numbers will receive up to \$2.00 per/hour for all hours worked excluding overtime:

<b>Job Title</b>	<b>Job Code</b>	<b>Position Number</b>
IT Statewide Systems Analyst 1	163370	50389920, 50389916
IT Statewide Systems Analyst 2	163380	50397368, 50389919, 50362041, 174931, 50481018, 50389915, 134227, 84398, 85200, 50389922
IT Statewide Systems Program Analyst	168470	50391453, 50363181, 50404568, 50454890, 50548242, 50338530, 81927, 167297, 142946, 50383629, 173566
IT Statewide Analyst 1	174340	50595331
IT Statewide Systems Manager	163400	50595389, 158546
IT Technical Support Consultant-DCL	163130	50362552
IT Management Consultant 2-DCL	163170	50562857, 50404569, 50391452
IT Statewide Systems Assistant Director	163410	50403398, 50389924
IT Statewide Project Leader	163520	178353
IT Statewide Assistant Director	165960	168872