STATECIVILSERVICE

PAY POLICY APPROVAL FORM

Revised 5/2023

SECTION 1: POLICY INFORMATION

AGENCY	**Louisiana Housing Corporation**	**PERSONNEL AREA**	**0A04**
POLICY TYPE	**Premium Pay**	**SCS RULE REFERENCE**	**6.16(a)**
APPROVAL TYPE	☒ **NEW** ☐ **AMENDMENT**		
CATEGORY	**Retention**		
PARAMETER	**Years of Experience**		
APPROVAL AUTHORITY	☐ **SCS Compensation Division (via delegated authority)** ☒ **SCS Director**		

SECTION 2: POLICY SUMMARY

The Louisiana Housing Corporation (LHC) is requesting to establish a Premium Pay policy for Accountant 1-4, Environmental Impact Specialist 1-3, and Environmental Impact Manager positions effective August 1, 2023. The agency is requesting to establish this policy to address recruitment and retention difficulties within their agency. This policy will only apply to classified incumbents in the applicable job titles. This policy shall apply with the following parameters:

Job Code	Job Title	Pay Level	Rate type	Hourly Amount
160180	Accountant 1	AS 612	Up To	0 months to 2 years: $1.00 per hour 2 years to 4 years: $1.50 per hour 4 years or greater: $2.00 per hour
139350	Accountant 2	AS 613		
139370	Accountant 3	AS 615		
171400	Accountant 4	AS 617		
141060	Environmental Impact Specialist 1	TS 308		
141050	Environmental Impact Specialist 2	TS 309		
141740	Environmental Impact Specialist 3	TS 311		
141030	Environmental Impact Manager 1	TS 314		

State Civil Service (SCS) has previously approved the premium pay amounts for Accountants 1-4 at the Department of Environmental Quality, effective 7/10/2023.

The SCS Commission has previously approved the premium pay amounts for the Environmental Impact job titles at the Department of Transportation and Development, effective 3/1/2023.

The policy has been reviewed and contains all necessary requirements per SCS rules, policies and procedures. The policy is hereby approved by SCS.

APPROVED EFFECTIVE DATE:	8/1/2023
Kadeidra Smith/Andrea Dixon AJT Consultant/Supervisor Signature	**7/24/2023** Date
B. Pecoraro Director/Delegated Signature	7.31.2023 Date

LOUISIANA HOUSING CORPORATION		
Policy Number 55	**Policy Name** PREMIUM PAY FOR LONGEVITY	**Original Effective Date** August 1, 2023
Issuing Department Human Resources	**Revision Dates**	
Contact Human Resources	**Signature**	
Appointing Authority Joshua G. Hollins, Executive Director	**Signature**	

I. Objective

The purpose of this policy is to provide the Louisiana Housing Corporation, hereinafter referred to as "LHC," with a tool that allows for flexibility in pay for recruitment and retention purposes. The policy will establish a premium for classified positions within various departments of Louisiana Housing Corporation in accordance with the requirements set forth in this policy.

II. Applicability

This policy shall apply to full-time classified employees within the Accounting and Environmental departments who occupied approved titles as listed in the policy section.

III. Policy

In accordance with the provisions of Civil Service Rule 6.16(a), it is the policy of the LHC to implement Premium Pay for the following:

Job Title	Job Code
Accountant 1	160180
Accountant 2	139350
Accountant 3	139370
Accountant 4	171400
Environmental Impact Specialist 1	141060
Environmental Impact Specialist 2	141050
Environmental Impact Specialist 3	141740
Environmental Impact Manager 1	141030

All eligible employees in the above job titles will receive the following for all hours actually worked based on the current length of employment with LHC. Please note that re-hire service will be calculated for the most recent hire date.

LHC Years of Service	Premium Pay Amount
0 months to less than 2 years	$1.00 per hour worked
2 years to less than 4 years	$1.50 per hour worked
4 years or greater	$2.00 per hour worked

IV. General Provisions and Procedure

LHC employees and their respective career experiences are essential to the mission. Therefore, the LHC believes that providing premium pay to eligible employees enhances the recruiting endeavors and retains seasoned employees.

Premium pay granted under this policy is not generally included in retirement calculations, but that depends on the retirement system of which the employee is a member. Additionally, premium pay is paid in addition to the amount of the base salary or hourly pay of an employee but is not incorporated in base pay.

Premium pay ends when an employee vacates a position designated to receive premium pay.

The Human Resources Division shall maintain a record of all positions eligible to receive premium pay. Human Resources shall maintain a record of all employees who occupy positions eligible to receive premium pay.

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 with prior SCS Commission approval. Sufficient notice must be provided to the employee.

V. Questions

Questions regarding this policy should be directed to Human Resources.