Louisiana Housing Corporation

LOUISIANA HOUSING CORPORATION		POLICY NO. 48	
SUBJECT: Premium Pay			
Review Dates:			
Approval:	Kevin Brady	Date:	8/20/19
Approval:	Edselle Keith Cunningham, Jr.	Date:	08/20/2019

SUMMARY OF CHANGES		
Date	**Author**	**Change Description**
6/19	K. Brady	• New policy. • Applicable to employees in the Construction and Compliance Monitoring Department only.

Louisiana Housing Corporation

I. Purpose.

In accordance with Louisiana State Civil Service Rule 6.16(a), it is the policy of the Louisiana Housing Corporation (LHC) to implement a premium pay rate to provide a tool that allows for flexibility in pay for recruitment and retention purposes.

This policy is not intended to create any property rights. LHC 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 shall be provided to the employee and notification shall be sent to State Civil Service of any changes in the amount paid.

II. Applicability and eligibility

This policy applies to full-time classified positions of LHC as outlined below.

Construction and Compliance Monitoring department positions are eligible for premium pay for certification(s) for all hours worked.

Job titles include: Administrative Program Specialist C, Building Plans Examiner 1, Building Plans Examiner 2, Building Plans Examiner 3, Housing Finance Specialist 1, Housing Finance Specialist 2, Housing Finance Specialist 3, and Housing Finance Supervisor.

This policy becomes effective on September 9, 2019 and upon approval of the Civil Service Commission.

III. Premium Pay for Hazardous Work Environment.

Premium pay of $1.00 per hour for every hour worked shall be authorized for the hazardous and sometimes dangerous work locations an employee must perform for a field examination.

IV. Procedure.

a. Premium Pay requests for eligible employees shall be submitted by the supervisor to Human Resources when the employee begins conducting filed examinations. The request shall document the date the field examinations began.

b. Premium Pay begins at the beginning of the pay period following approval of the Premium Pay request.

c. Human Resources 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.

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

V. Questions.

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