

LOUISIANA HOUSING CORPORATION

POLICY NO. 44

SUBJECT: PAY FOR EMPLOYEES APPOINTED AT THE RANGE MINIMUM

In accordance with Civil Service Rule 6.31 (Pay for Employees Appointed at Range Minimum), the Louisiana Housing Corporation may grant a 2% base pay increase for eligible employees appointed at the minimum of the pay range.

I. PURPOSE:

The purpose of this policy is to assist the Corporation in the recruitment and retention of all employees.

II. APPLICABILITY:

This policy shall apply to all employees of the Louisiana Housing Corporation hired on/after July 1, 2012.

III. PROCEDURES:

1. ELIGIBILITY REQUIREMENTS:

In order to be eligible for payment under this policy, an employee must meet the following conditions.

- A.** Serves in *job, probational or permanent* appointment status.
- B.** Appointed at the minimum of the pay range. (Employees appointed under C.S. Rule 6.5 (b) are not eligible under this policy).
- C.** Served at least six (6) months in the appointment.

2. PAYMENT CONDITIONS:

- A.** Payment may only be granted within twelve months of the effective date of the employee's eligible appointment.
- B.** The employee shall be serving in the same appointment that made him eligible under this policy on the date the payment is granted.

3. SUPERVISORS REQUIREMENTS:

- A.** The Supervisor must determine the eligibility of the employee and submit a request to the Appointing Authority in a timely manner by completing a PAR form and submitting it to Human Resources for review and then to the Appointing Authority for consideration and approval.

Approved by:

~~Don J. Huston~~

7/17/12

Date