

LOUISIANA HOUSING CORPORATION

POLICY NO. 15

SUBJECT: PAY UPON PROMOTION REALLOCATION

I. POLICY:

It is the policy of the Louisiana Housing Corporation that the rate of pay upon promotion be fair and consistent with the rules promulgated by Chapter 6 of the Civil Service Rules. Therefore,

- (a) When an employee is promoted to a position in a higher grade, his pay shall increase by at least 7 percent. (Subject to the provisions of subsections (a)1. (Civil Service Rule 6.7)
- (b) When an employee is given a one grade promotion his pay shall increase by 7 percent. When an employee is given a two grade promotion his pay may be increased in an amount not to exceed 10 ½ percent. When an employee is given a three or more grade promotion his pay may be increased in an amount not to exceed 14 percent. An employee shall not be paid below the minimum of the higher range. (Subject to the provisions of subsections (b), (c) & (d))
- (c) Eligibilities gained but not received at the time of promotion may be given prospectively at any time within three years from the effective date of the promotion.
- (d) When an employee has been detailed with a pay to a higher job and is promoted to that same job directly from the detail, his pay eligibility on promotion shall not be less than he received on detail. (Subject to the provisions of subsection (b))
- (e) When an employee is promoted from a job assigned to one pay schedule to a job assigned to another pay schedule with a higher minimum, his pay shall be adjusted as follows:
(Subject to the provision of subsection (c))

- 1. If the minimum of the job to which he is being promoted is less than 14% above his current minimum, his pay shall be increased by 7%.
 - 2. If the minimum of the job to which he is being promoted is at least 14% but less than 21% above his current minimum, his pay shall be increased at least by 7% but not to exceed 10.5%.
 - 3. If the minimum of the job to which he is being promoted is equal to or greater than 21% above his current minimum, his pay shall be increased by at least 7% but not to exceed 14%.
- (f) When an employee, whose rate of pay falls within the base supplement for his current position, promotes to a position which has no base supplement, his salary for purpose

of pay calculation upon promotion shall be the range maximum of this current position for which the base supplement is authorized.

II. PURPOSE:

To set forth rules governing pay upon promotion or reallocation.

III. APPLICABILITY:

This policy applies to all employees of the Louisiana Housing Corporation.

IV. EXCEPTIONS:

It is feasible that budgetary constraints at some point in the future could prevent continued implementation of this policy. In this event, the president may limit the percentage pay increase upon promotion or reallocation to some lesser amount allowed within the Civil Service Rules.

V. QUESTIONS:

Questions should be directed to the Human Resources Director.

Approved by:

Dan Hutch

July 1, 2012

Date