

PPM #47

Policy Name: *Premium Pay*
Effective Date: *January 4, 2016*
Revision Date: *May 4, 2016, July 30, 2018; September 13, 2018
April 6, 2022; June 8, 2022; August 22, 2022; June 26, 2023;
August 21, 2023; June 10, 2024*

Authorization:



Nancy Watkins, Undersecretary

I. POLICY

As approved by the State Civil Service Director, it is the policy of the Office of the Lieutenant Governor (OLG) and Department of Culture, Recreation and Tourism (DCRT) to implement Premium Pay for specific positions. The chart outlining those affected positions shall be maintained by the Human Resources Division and will reflect approved Premium Pay throughout OLG/DCRT.

This policy is not intended to create any property rights. OLG/DCRT 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.

II. PURPOSE

The purpose of this policy is to provide OLG/DCRT with a tool that allows for competitive pay for recruitment and retention efforts in accordance with Civil Service Rule 6.16(a).

III. APPLICABILITY

This policy is applicable to the specific offices and positions reflected on the attached addendum.

IV. PROCEDURES

Appointing Authorities and supervisors are responsible for reporting to the Human Resources Division the specific positions and incumbents that are eligible for premium pay. Such reporting must be submitted in a timely manner, as follows:

1. For Positions: When creating a new position request or updating an existing position for which premium pay is/will be applicable, the position description must include the optional attachment form (SF-3.A) located on Channel Z, indicating that there is approved premium pay for this position and listing the applicable amount.

2. For Employees: When the movement of an employee from one position to another, or the movement of the position from one organizational unit to another, creates or eliminates an employee's eligibility for premium pay, a Personnel Authorization Form (Form 301) must be submitted for the action specifically denoting the addition or deletion of premium pay as a result.

V. QUESTIONS

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

Summary of Changes: New policy (January 4, 2016), Revised (May 3, 2016), Updated signature (September 13, 2018). Revised April 4, 2022. Revised May 17, 2022. Revised May 26, 2022. Updated OSP Park Manager job titles due to job study (Revised August 22, 2022). Updated Custodian Supervisor job titles due to job study (Revised June 26, 2023). Added Park Ranger retention premium pay (Revised August 21, 2023). Updated Tourism Supervisors to reflect new titles of Tourism Manager, along with updating TIC 1-2 to reflect suggested retention rates. Added TIC 3, PBGAs, and Custodian 1-3 retention premium pay (Revised June 10, 2024).

ADDENDUM – LIST OF PREMIUM PAY RATES

<i>Location</i>	<i>Job Title(s)</i>	<i>Pay Grade</i>	<i>Job Code</i>	<i>Premium Pay Rate</i>	<i>Effective Date</i>	<i>Business Reason</i>
Office of State Parks Bayou Segnette State Park 0264	Administrative Coordinator 1	AS-605	168040	Up to \$2.00 per hour for all hours	04/06/2022	To address recruiting/retention difficulties due to difficult working conditions.
	Administrative Coordinator 2	AS-607	168050			
	Administrative Coordinator 3	AS-609	168060			
	Interpretive Ranger 1	AS-612	170190			
	Interpretive Ranger 2	AS-613	170200			
	Interpretive Ranger 3	AS-614	170210			
	Maintenance Foreman	WS-215	129230			
	Maintenance Repairer 1	WS-210	128650			
	Maintenance Repairer 2	WS-212	128640			
	Mobile Equipment Operator 1	WS-209	103460			
	Park Ranger 1	PS-106	115840			
	Park Ranger 2	PS-107	115850			
	Parks, Building & Grounds Attendant	WS-205	115400			
	Horticultural Attendant	WS-209	134400		06/08/2022	
	Park Ranger Specialist	PS-109	115830			
	Park Assistant Manager	AS-615	175680		08/22/2022	
	Park Manager C	AS618	175710			
	Custodian Supervisor A	WS-207	175920		06/26/2023	
Fontainebleau State Park 0264	Administrative Coordinator 1	AS-605	168040	Up to \$2.00 per hour for all hours	04/06/2022	To address recruiting/retention difficulties due to difficult working conditions.
	Administrative Coordinator 2	AS-607	168050			
	Administrative Coordinator 3	AS-609	168060			
	Interpretive Ranger 1	AS-612	170190			
	Interpretive Ranger 2	AS-613	170200			
	Interpretive Ranger 3	AS-614	170210			
	Maintenance Foreman	WS-215	129230			
	Maintenance Repairer 1	WS-210	128650			
	Maintenance Repairer 2	WS-212	128640			
	Park Ranger 1	PS-106	115840			

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	Park Ranger 2 Parks, Building, & Grounds Attendant	PS-107 WS-205	115850 115400			
	Horticultural Attendant Mobile Equipment Operator 1 Park Ranger Specialist	WS-209 WS-209 PS-109	134400 103460 115830		06/08/2022	
	Park Assistant Manager Park Manager C	AS-615 AS-618	175680 175710		08/22/2022	
	Custodian Supervisor A	WS-207	175920		06/26/2023	
Grand Isle State Park 0264	Administrative Coordinator 1 Administrative Coordinator 2 Administrative Coordinator 3 Maintenance Repairer 1 Maintenance Repairer 2 Park Ranger 1 Park Ranger 2 Parks Building & Grounds Attendant Park Manager B	AS-605 AS-607 AS-609 WS-210 WS-212 PS-106 PS-107 WS-205 AS-617	168040 168050 168060 128650 128640 115840 115850 115400 175700	Up to \$2.00 per hour for all hours	01/04/2016 08/22/2022	To address recruiting/retention difficulties due to difficult working conditions.
Sam Houston Jones State Park 0264	Administrative Coordinator 1 Administrative Coordinator 2 Administrative Coordinator 3 Horticultural Attendant Maintenance Foreman Maintenance Repairer 1 Maintenance Repairer 2 Mobile Equipment Operator 1 Park Ranger 1 Park Ranger 2 Parks, Building, & Grounds Attendant	AS-605 AS-607 AS-609 WS-209 WS-215 WS-210 WS-212 WS-209 PS-106 PS-107 WS-205	168040 168050 168060 134400 129230 128650 128640 103460 115840 115850 115400	Up to \$2.00 per hour for all hours	04/06/2022	To address recruiting/retention difficulties due to difficult working conditions.

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	Interpretive Ranger 1 Interpretive Ranger 2 Interpretive Ranger 3 Park Ranger Specialist	AS-612 AS-613 AS-614 PS-109	170190 170200 170210 115830		06/08/2022	
	Park Manager B	AS-617	175700		08/22/2022	
	Custodian Supervisor A	WS-207	175920		06/26/2023	
Office of State Parks 0264 Bogue Chitto SP Chemin-a-Haut SP Chicot SP Cypremort Point SP Fairview-Riverside SP Jimmie Davis SP Lake Bistineau SP Lake Bruin SP Lake Claiborne SP Lake D'Arbonne SP Lake Fausse Pointe SP North Toledo Bend SP Palmetto Island SP Poverty Point Reservoir SP St. Bernard SP South Toledo Bend SP Tickfaw SP	Park Ranger 1 Park Ranger 2 Park Ranger Specialist	PS-106 PS-107 PS-109	115840 115850 115830	\$1.00 per hour for all hours, for 0-3 years' service. \$1.50 per hour for all hours, for 3-5 years' service. \$2.00 per hour for all hours, for 5+ years' service.	08/21/2023	To address retention difficulties.

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Office of Management and Finance Human Resources 0261	Human Resources Analyst A Human Resources Analyst B Human Resources Analyst C Human Resources Specialist	AS-612 AS-613 AS-615 AS-617	170800 170810 170820 170960	\$1.00 per hour for all hours worked.	05/09/2016	To address retention difficulties.
Office of Tourism Welcome Centers 0267	Tourism Information Counselor 1 Tourism Information Counselor 2 Tourism Information Counselor 3 Tourism Manager PBGA Custodian 1 Custodian 2 Custodian 3	AS-607 AS-609 AS-611 AS-614 WS-205 WS-202 WS-203 WS-205	110690 110700 110720 165850 115400 100300 100270 175910	0 to 2 years = \$1.00/hr 2 to 4 years = \$1.50/hr 4 + years = \$2.00/hr For all hours worked.	06/10/2024	To address retention difficulties.