



## State Police Commission

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John Bel Edwards  
Governor

Jason Hannaman  
Executive Director

June 19, 2017

Transmittal Sheet No. 61

Subject: Revised Implementation of State Police Commission Rules – Chapter 6 Pay Plan

Effective Date: October 12, 2016

In accordance with Article 10, Section 48(c), of the Louisiana Constitution, any rule determination affecting wages or hours shall have the effect of law and become effective only after approval by the governor and subject to appropriation of sufficient funds by the legislature.

On November 12, 2015, the State Police Commission (SPC) voted to approve revisions to Chapter 6 of the State Police Commission Rules pending approval of the governor. On October 12, 2016, Governor John Bel Edwards notified the State Police Commission that he approved of the adoption of the changes to the Uniform Pay and Classification Plan as outlined in State Police Commission General Circular 180.

The approval by the governor on October 12, 2016, was prospective and not retroactive to the date adopted by the State Police Commission on November 12, 2015; therefore, this transmittal supersedes Transmittal Sheets No. 57, 58<sup>1</sup>, and 60. The effective date of implementation of all revisions to Chapter 6 approved by the State Police Commission as outlined in General Circular 180 is October 12, 2016.

Attached is a complete copy of Chapter 6 reflective of the October 12, 2016 effective date.

Sincerely,



Jason Hannaman, PHR, SHRM-CP  
Executive Director

Attachment

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<sup>1</sup> T/S 58: SPC action was not taken to rescind approval, as required; therefore, this transmittal is invalid.

**Chapter 6**  
**UNIFORM PAY AND CLASSIFICATION PLAN**

**6.1 Philosophy**

The pay rates for the classified state police service will be established in accordance with a system that generally considers such factors as availability of applicants, the quality of the applicant pool, turnover rates, federal law, market competition, pay practices of market competitors, the evaluation system ranking, employee performance and level of funding available.

**6.2 Preparation of Pay Plan**

(a) The Director, after consultation with the appointing authority and the state fiscal officer and after conducting such research as the Director deems appropriate, shall cause to be prepared for submission to the Commission, a uniform pay and classification plan, or amendments thereto, for the classified service. The Director may propose different rates of pay in different localities and areas of the state depending upon availability of applicants and other factors impacting pay compensation.

(b) The Director shall make a recommendation to the Commission concerning a pay structure adjustment at least annually.

**6.3 Adoption of Pay Plan**

(a) Any uniform pay and classification plan, or amendments thereto, proposed by the Director shall be submitted to the Commission for its consideration at a public hearing called for this purpose.

(b) The State Police Commission, upon adoption of a uniform pay and classification plan, shall specify the manner in which the uniform pay and classification plan is to be implemented.

(c) Repealed, Effective October 12, 2016

(d) A uniform pay and classification plan or amendment thereto, when adopted by the Commission after public hearing shall become effective *only* after approval in its entirety by the Governor.

#### **6.4 Rates of Pay**

The pay range for each grade shall consist of a range minimum and maximum.

(1) The pay range for each grade shall consist of designated salary rates representing the following career achievements:

- (a) \*representing the entrance salary or hire rate,
- (b) \*\*representing a promotional step at the attainment of Police Officer Standards and Training (POST) certification and graduation from the State Police Training Academy,
- (c) \*\*\*representing a promotional step at the successful completion of the Field Training Officer (FTO) Program,
- (d) Twenty-two consecutive longevity step rate increases to an employee who is in active status.

(2) Subject to the provisions of Rules 6.11, 6.15, and 6.16 each employee shall be paid at the rate representing his/her service tenure as applicable for the pay level assigned to the grade for which his/her position is allocated, in accordance with the provisions of Rule 6.16.

#### **6.5 Hiring Rate**

Pay upon employment shall be at the minimum of the range established for the grade of the job title to which the position is allocated except:

- (a) Repealed, Effective October 12, 2016
- (b) Special Entrance or Retention Rates

When economic or employment conditions cause substantial recruitment or retention difficulties, the Director may authorize the appointment of qualified applicants at a special entrance rate or may authorize the use of a special retention rate within the range, for the position in a limited geographical area or for positions in a job title where employment conditions are unusual.

1. The department to which the special rate is made applicable having employees in the same position in the affected area or locale where the special rate will be used, shall increase the pay rate of all such employees to the special rate. All new hires shall be paid at the special entrance or special retention rate. An appointing authority may adjust the salaries of employees working in the positions to which the special entrance rate applied to any salary up to, but not to exceed, the amount of the percent difference between the special rate and the current hiring rate.

2. When special entrance rates or special retention rates are adjusted downward, the individual pay rates of employees occupying positions affected by the authorized rates shall not be changed.

3. Special entrance rates and special retention rates must be approved by the Commission at its next scheduled meeting after action was taken by the Director.

(c) Reentering the Classified Service

The pay of an employee reentering the classified State Police Service, other than one being restored to duty following military service, shall be set to represent his/her service tenure as applicable for the pay level assigned to the grade which his/her position is allocated and does not exceed the salary rate designated for the total number of years of State Police Service by the employee.

(d) Restoration of Duty Upon Return from Military Service

1. Any employee, who subsequent to June 24, 1948, has left or leaves a classified position within State Police Service in which he was or is serving with probationary or permanent status, for active duty in the armed forces of the United States for not more than six years of voluntary service or an indefinite period of involuntary service and who upon separation from the armed forces by honorable discharge or under honorable conditions makes application for reemployment within ninety days thereof or within ninety days after he or she is released from hospitalization continuing after discharge for a period of not more than one year shall be restored to such position or to a position of like seniority, status, and pay.

2. When an employee returns from military service and is restored to duty in his former, equivalent or lower position, the employee's pay shall be set at the rate representing his/her service tenure as applicable for the pay level assigned to the grade for which his/her position is allocated prior to leaving the classified State Police Service. If the position or equivalent position had been upgraded or any pay adjustments granted, the employee shall be granted a pay rate reflecting the impact of these adjustments, as though he had been in that position at the time of the adjustments. If the employee's rate of pay does not match that of the established salary rate for the total years of State Police Service in the grade assigned to the position the employee will occupy, the employee's salary rate shall be red circled in accordance with provisions of Rule 6.15.

(e) Repealed, Effective October 12, 2016

#### **6.5.1 Pay upon Appointment from a Department Preferred Re-employment List**

The pay of an employee appointed from a department preferred re-employment list shall be set at the rate representing his/her service tenure as applicable for the pay level assigned to the grade for which his/her position is allocated.

#### **6.6 Market Rate Job Title Assignment**

When the pay range for the grade to which a job title is currently assigned either is not sufficient to compete with prevailing market conditions, or is found to exceed prevailing market rates, the Commission may authorize the assignment of the job title to a grade with a more appropriate job or pay range. The individual pay rate of employees occupying positions which are affected shall be set in accordance with Rule 6.8.

#### **6.7 Rate of Pay upon Promotion**

(a) When an employee is promoted to a position in a higher grade, their pay shall be established for the corresponding salary rate representing their service tenure as applicable for the pay level assigned to the higher grade, along with all performance adjustments accrued prior to promotion.

(b) When an employee has been detailed with pay to a higher grade and is promoted to that same grade directly from the detail, their pay eligibility on promotion shall not be less than they received on detail.

#### **6.8 Pay upon Grade Assignment**

Subject to review by the Commission, when the Director assigns a job title to a different grade or a position from one job title to another:

(a) If the job title to which the position is allocated is in a higher grade or if the job title is assigned to a higher grade, the affected employee's pay shall be set in accordance with Rule 6.7.

(b) If the job title to which the position is allocated is in a grade lower than the current job title or the job title is assigned to a lower grade, the affected employee's pay will not change, but shall be subject to provisions of Rule 6.15.

(c) If the job title to which the position is allocated is in the same grade or if the job title is assigned to the same grade level, the employee's pay shall not change.

#### **6.9 Pay upon Reassignment**

When an employee is reassigned to another position, the rate of pay shall be set representing his/her service tenure as applicable for the pay level assigned to the grade for which his/her position is allocated, along with all performance adjustments accrued.

#### **6.10 Rate of Pay upon Demotion**

(a) When an employee is demoted for disciplinary reasons, the appointing authority may set the employee's pay at any salary rate within the lower pay grade which does not exceed their current rate of pay and the salary rate designated for the total number of years of State Police Service by the employee.

(b) When an employee takes a voluntary demotion, their rate of pay shall be set representing his/her service tenure as applicable for the pay level assigned to the grade for which his/her position is allocated, along with all performance adjustments accrued.

(c) When an employee is involuntarily demoted for nondisciplinary reasons, or is demoted in Lieu of Layoff required solely by budgetary reasons, their rate of pay shall be set representing his/her service tenure as applicable for the pay level assigned to the grade for which his/her position is allocated, along with all performance adjustments accrued.

#### **6.11 Rate of Pay on Detail to Special Duty**

When an employee is detailed to special duty, their pay shall not be reduced; if the position is allocated to a job title which is assigned to a higher grade, his pay shall be increased to the rate they could receive upon promotion to such position, provided:

(a) Any such temporary increase granted the employee shall not affect their eligibility for pay increases which they would have acquired in his regular position had they not been detailed.

(b) At the conclusion of the detail, the employee's pay shall revert to his authorized rate of pay in their regular position.

#### **6.12 Repealed, Effective October 12, 2016**

##### **6.12.1 Compensation for Holidays**

Employee shall be eligible for compensation on holidays observed except when the employee is on leave without pay immediately preceding and following the holiday period;

(a), (b), (c), (d) Repealed, Effective October 12, 2016

#### **6.13 Certification and Payment**

(a) No employee shall receive any compensation except as authorized by or pursuant to the provisions of Article X, the State Police Commission Rules, the uniform pay and classification plan and the policies and procedures issued by the Director.

(b) If payments to an employee are found to have been made in violation of the provision of Article X, the State Police

Commission Rules, the uniform pay and classification plan, or the policies and procedures issued by the Director, the Director may take any corrective action deemed appropriate or may direct the appointing authority to take such corrective action. Corrective actions may include, but are not limited to, the rescission of any actions and associated compensation, or restitution to the employee.

#### **6.14 Longevity Step Rate Increases and Performance Adjustments**

(a) An employee who is in active status, and who has achieved the rank of State Police Trooper or higher, will receive a longevity step rate increase in accordance with the approved pay plan. The employee is also eligible for and may be granted a performance adjustment of 1% above the employee's rate within the approved pay plan, provided that the appointing authority has determined his performance merits a performance adjustment and funding for the performance adjustment is available. A longevity step rate increase shall be granted to employees each year.

(b) When applying the longevity step rate increase, the employee's current pay increases to the rate of pay established for the higher salary rate immediately following the employee's current rate in accordance with the approved pay plan within the pay range for which the employee's job title is assigned.

(c) Upon a new employee's successful completion of the State Police Training Academy, they become eligible for and may be granted a promotional increase in accordance with the approved pay plan provided that the appointing authority has determined their performance merits such an award.

(d) Repealed, Effective January 1, 2015

(e) At the end of the new employee's Field Training Officer(FTO) program, the employee becomes eligible for and may be granted an additional promotional increase in accordance with the approved pay plan provided that the appointing authority has determined that their performance merits such an award.

(f) The appointing authority may, at any time within three (3) years from the date an employee gained eligibility, grant an employee all or any one of the performance adjustments for



which they have attained eligibility provided the employee has not received an unsatisfactory service rating for the applicable year(s).

(g) All increases herein authorized are subject to the requirement that no employee's pay shall exceed the highest established salary rate for the range to which the position is assigned.

(h) Repealed, Effective January 1, 2015

(i) Repealed, Effective October 12, 2016

(j) Repealed, Effective October 12, 2016

(k) An employee whose official overall evaluation is "Needs Improvement/Unsuccessful" shall not be eligible for a performance adjustment under the provisions of this rule.

(l) A former employee who is reemployed following certification from a department preferred reemployment list within a year of the layoff date shall retain the anniversary dates, longevity step rate increases and performance adjustment eligibilities earned under this rule for which they have been granted increases. If reemployed from a preferred list after one year, they shall be considered a new employee with regard to the establishment of their anniversary date, longevity step rate increases and performance adjustment eligibility.

(m) An employee on detail to a position in a higher grade will be granted longevity pay increases in the higher grade calculated on their individual pay rate in the higher grade. An employee on detail to a position in a higher grade is also eligible for a performance adjustment.

#### **6.15 Red Circle Rates**

(a) In accordance with the uniform pay and classification plan, rates that fall precisely on an established salary rate become the employee(s) authorized individual pay rate.

(b) Individual pay rates that fall between established salary rates become temporary red circle rates and remain in effect until the employee becomes eligible for and receives an increase which places their salary on a established salary

rate. Individuals whose salary rates are temporarily red circled shall be eligible for any other pay adjustments provided for in the rules.

(c) Individual pay rates that fall above the highest salary rate established for the grade become red circle rates and remain in effect until the range catches up with the rate. However, eligibility for a red circle rate above the highest salary rate grade is lost upon separation from the State Police Service, demotion, or promotion. Individuals whose salary rates are red circled above the highest salary rate shall not be eligible for any other pay adjustments provided for in the rules.

(d) Red circle rates are assigned under the conditions outlined below:

1. When the job title to which a position is allocated is assigned to a lower grade.
2. When a position is reallocated to a job title assigned to a lower pay grade.
3. When an adjustment to the pay structure lowers the range for the grade to which a job title is assigned.
4. When positions are declared to be in the classified service and the employee's current rate of pay falls above the highest salary rate of the range for the grade of the job title into which the position(s) are allocated.
5. When an employee has returned from military duty and their pay is set for an amount other than an established salary rate.
6. When an employee's pay does not match an established salary rate due to an involuntary demotion for nondisciplinary reasons under the provisions of Rule 6.10[c].

#### **6.16 Special Pay Rates**

Under conditions described below, the Commission may authorize special pay considerations, beyond those already prescribed in these rules.

(a) Shift Differential

In order to remain competitive with the pay practices of market competitors, additional pay may be authorized for shift work or other non-standard work hours.

(b) Extraordinary Duty

Additional pay may be authorized for an employee who performs extraordinary duty that is not an integral part of his regularly assigned duties.

(c) Individual Pay Adjustment

When an appointing authority requests and can present adequate justification with documentation before the Commission in public hearing, the Commission may grant special adjustment in pay for individual employees.

(d) Premium Pay

In order to provide a special pay rate to apply to situations which other rules do not cover, the State Police Commission may authorize premium pay for positions where employment conditions are unusual, to remain competitive with the pay practices of market competitors.

(e) The special pay rates authorized by the Rule shall not be effective until approval by the Commission at a public Hearing; with the limited exception that the State Police Commission Director may grant interim approval of individual pay adjustments for an employee until the next Commission meeting where a pay adjustment request can be placed on the agenda. At that time, the appointing authority shall provide justification for the special pay adjustment. In the event the request is denied by the Commission, the employee shall not suffer any loss of pay from the date of the interim approval until the date the Commission denies the request.

**6.17 Pay on Entering the Classified Service**

An employee who enters the classified state police service shall have their pay established as follows:

(a) The pay range for each grade shall consist of a range minimum and maximum.

(b) Repealed, Effective October 12, 2016

(c) Twenty-two consecutive longevity step rate increases shall be granted to employees yearly, in accordance with Rule 6.14(a).

(d) In no case shall the rate of pay be higher than the range maximum rate for the grade level.

#### **6.18 Definition of Overtime Hour**

An overtime hour is an hour worked by an employee at the direction of the appointing authority:

(a) On the employee's official holiday; or

(b) In excess of the regular duty hours in a regularly scheduled workday, as designated under Rule 11.1; or

(c) In excess of the regular duty hours in a regularly scheduled workweek as designated under 11.1, or 11.2.

(d) Repealed, Effective October 12, 2016

(e) In excess of eighty hours worked during any regularly recurring and continuous bi-weekly calendar work period where excessive hours are systematically scheduled. Any holiday observed during this work period is counted as a day worked.

(f) Repealed, Effective October 12, 2016

(g) A day on which an assigned duty station, is closed by direction of the appointing authority because of natural or manmade emergencies.

#### **6.19 Methods of Compensation for Overtime Hours Worked**

Compensation for overtime, if applicable, shall be one of the following:

(a) Cash payment at the time and one-half rate. Premium pay, shift differential, and non-cash compensation such as the

reasonable cost or fair value of goods and/or facilities which are regarded as part of the employee's wages under the Fair Labor Standards Act may be included in calculating the rate of pay at time and one-half.

(b) Cash payment at the regular rate. Premium pay, shift differential, and non-cash compensation such as the reasonable cost or fair value of goods and/or facilities which are regarded as part of wages under the Fair Labor Standards Act shall not be included in calculating the rate of pay at the regular rate.

(c) Compensatory leave earned hour for hour.

(d) Compensatory leave earned at the time and one-half rate.

**6.20 Options for Full-Time Employees for Overtime Hours Actually Worked in Excess of Eighty Hours per Work Period**

As provided by Rule 6.24, the appointing authority shall select and use one of the applicable options listed below for those overtime hours actually worked in excess of 80 hours per work period.

<u>FLSA STATUS</u>	<u>OPTIONS</u>
(a) Nonexempt	1. Cash Payment at time and one-half rate; or 2. Compensatory leave earned at time and one-half rate.
(b) Exempt	1. Cash payment at regular rate; or 2. Compensatory leave earned hour for hour.

**6.21 Overtime Options for Full-Time Employees for Overtime Hours Not Actually Worked in Excess of Eighty Hours per Work Period Due to Holidays Observed or Leave Taken**

The appointing authority shall select and use one of the applicable options listed below for those overtime hours not actually worked in excess of eighty hours per work period due to holidays observed or leave taken.

<u>FLSA STATUS</u>	<u>OPTIONS</u>
(a) Nonexempt	1. Cash payment at regular rate; or 2. Compensatory Leave earned hour for hour.
(b) Exempt	1. Cash payment at regular rate; or 2. Compensatory Leave earned hour for hour.

**6.22 Payment for Hours Worked During an Office Closure**

Both exempt and non-exempt employees shall be compensated via the payment of wage calculated at the time and one-half rate, along with office closure pay, for any hours worked at designated locations due to and directly related to an emergency situation which caused an official office closure.

(a), (b), (c), (d) Repealed, Effective October 12, 2016

### 6.23 Overtime Options for Work on Holidays

(a) An appointing authority shall select and use one of the applicable options for overtime work not in excess of eighty hours per work period performed on holidays.

<u>FLSA STATUS</u>	<u>OPTIONS</u>
1. Nonexempt	a. Cash payment at time and one-half rate; or b. Cash payment at regular rate; or c. Compensatory time earned hour for hour.
2. Exempt	a. Cash payment at regular rate; or b. Compensatory time earned hour for hour.

(b) Work performed in excess of eighty hours per work period shall receive overtime compensation in accordance with Rule 6.20, whether or not work is performed on a holiday.

### 6.24 Special Overtime Pay Provisions (Fair Labor Standards Act, Section 7)

An appointing authority may use any of the special overtime pay provisions permitted by the Fair Labor Standards Act; however, if an employee actually works in excess of full-time hours during the pay period, but less than the number of hours required to be treated as overtime under FLSA, Rule 6.20 only shall apply for such overtime hours.

### 6.25 Caps on Accumulation of Compensatory Leave

(a) Employees who accrue Fair Labor Standards Act compensatory leave at the time and one-half rate shall accumulate no more of such compensatory leave than allowed under the Fair Labor Standards Act.

(b) Once the maximum balance of Fair Labor Standards Act compensatory leave earned at the time and one-half rate is reached, any additional overtime work in excess of 80 hours per 2 week pay period must be paid to an eligible employee in cash at the time and one-half rate.

(c) Compensatory leave earned hour for hour (non-Fair Labor Standards Act) may be accrued up to a maximum balance of 1000 hours at the end of any fiscal year. Transfer, cancellation and crediting of compensatory leave is provided for under the provisions of Rule 11.29.

#### **6.26 State Police Commission Review of Nonexempt Positions**

(a) It is the responsibility of the appointing authority on an ongoing basis to determine whether an employee occupying a position should be considered nonexempt under the Fair Labor Standards Act. Such employees must be paid in accordance with the Fair Labor Standards Act, and prior approval from the Director is unnecessary. Following such determination, the appointing authority shall provide the Director with a listing of such job titles and number of positions.

(b) Such listing will be reviewed by the Director in order to serve as a check to insure an understanding of the FSLA exemptions and to compare with information provided for classification purposes.

#### **6.27 Exceptions to the Overtime Rules**

Exceptions to the Rules on overtime compensation are as follows:

(a) For positions which are exempt under the Fair Labor Standards Act the Commission may grant authority to use any of the options for overtime compensation when:

1. An appointing authority petitions the Commission for this authority. The Commission, may, with such restrictions as it deems appropriate, permit the use of time and one-half compensation to employees who occupy exempt positions.

2. The Director petitions the Commission for authority to utilize time and one-half compensation to specific positions. Such authorizations, when approved, shall be published in a General Circular.



(b), (c) Repealed, Effective October 12, 2016

### **6.28 On-Call Pay**

(a) The Director may authorize payment of on-call pay through policy directives which establish guidelines for on call pay and which establish maximum authorized rates. The Commission may authorize on-call pay at a higher rate than established by the Director.

(b) Such on-call pay is compensation for hours in excess of the employee's regularly scheduled hours of duty, when they are available for call back to their duty station, work-ready, within a specified period of time, at the direction of the appointing authority. On-call pay is in addition to the employee's regular pay and is not to be included in computation of overtime payments or terminal leave payments allowed under provisions of other Sections of the Rules. On-call pay shall not be granted to an employee for the employee regularly scheduled hours of duty. Further, when an employee is called back they shall be considered on duty status and eligible for applicable overtime compensation.

### **6.29 Other Compensation**

An appointing authority desiring to provide compensation not specifically covered either by Chapter 6 of these Rules, or by the classification and pay plan, it shall obtain approval from the Commission of a plan for providing such compensation, and shall obtain certification in accordance with Rule 6.13, prior to providing such compensation. The alteration of any such plan shall not be made without the prior approval of the Commission.

T/S-53	Rule 6.14(j)	09/12/2013
T/S-54	Rule 6.3(d), 6.4, 6.14	10/09/2014
T/S-57	Rule 6 in its entirety	11/12/2015
T/S-58	Rule 6 in its entirety	06/01/2016
T/S-60	Per 6.3(d); Rule 6 in its entirety	10/12/2016
T/S-61	Chapter 6 in its entirety	10/12/2016