

**LOUISIANA STATE UNIVERSITY HEALTH CARE SERVICES DIVISION  
BATON ROUGE, LOUISIANA**

**POLICY NUMBER:** 4515-24

**CATEGORY:** Human Resources

**CONTENT:** Classified Employees Pay Policy

**APPLICABILITY:** This policy will apply to classified jobs at Health Care Services Division Administration (HCSDA) and Lallie Kemp Medical Center (LKMC) for compensation practices.

**EFFECTIVE DATE:**

Issued:	August 18, 2000
Revised:	March 22, 2001
Revised:	September 27, 2002
Revised:	December 31, 2007
Reviewed:	November 20, 2008
Reviewed:	December 1, 2010
Reviewed:	October 24, 2011
Revised:	March 28, 2014
Reviewed:	March 17, 2015
Revised:	August 4, 2016
Reviewed:	April 21, 2017
Revised:	February 20, 2019
Reviewed:	August 21, 2020
Revised:	May 11, 2022
Revised:	August 14, 2023
Revised:	November 1, 2024

**INQUIRIES TO:** Human Resources Administration  
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**Note: Approval signatures/titles are on the last page**

**LSU HEALTH CARE SERVICES DIVISION  
CLASSIFIED EMPLOYEES PAY POLICY**

**I. POLICY STATEMENT**

The Health Care Services Division (HCS D) shall comply with State Civil Service Rules and the Fair Labor Standards Act in relation to the administration/application of all compensation practices.

**Note:** Any reference herein to Health Care Services Division (HCS D) also applies and pertains to Lallie Kemp Medical Center.

**II. CATEGORIES OF COMPENSATION**

- 6.5(g) Hires/Extraordinary Credentials and/or Experience –See HCS D Policy No. 4547
- Annual Leave Payment Upon Separation – (page 10)
- Annual Leave Payment Upon Separation when on Detail/Unclass Job – (page 10)
- Annual Leave Re-Payment Upon Re-Hire – (page 10)
- Annual Leave Re-Payment Upon Reinstatement following Appeal – (page 11)
- Compensatory Leave Payment Upon Separation or Transfer– (page 11)
- Demotion – (page 6)
- Detail to Special Duty - (page 5)
- Disaster Pay – See HCS D Policy No. 4548
- Dual/Secondary Employment of Nonexempt Employees – (page 11)
- Extraordinary Duty Pay – (page 9)
- Holiday Compensation – (page 7)
- Individual Pay Adjustment – (page 9)
- Job Correction or Grade Assignment – (page 7)
- Market Adjustments (page 6)
- New Hire Rates – (page 4)
- Official Closure Pay – See HCS D Policy No. 4548
- On-Call – (page 8)
- Optional Pay – See HCS D Policy No. 4534
- Overtime Compensation – (page 8)
- Overtime Compensation for Official Closure – See HCS D Policy No. 4548
- Pay Upon Accepting Prob Appt in lieu of Promotion – (page 5)
- Perm Status to Prob Appt Pay w/no break in service – (page 6)
- Premium Pay – (page 9)
- Promotion – (page 5)
- Promotion vs. Probational Appt of HCS D employee – (page 5)
- Reallocation – (page 5)
- Red Circle – (pages 5 & 7)
- Shift Differential – (page 8)
- Sick Leave Payment Upon Non-Disciplinary Removal – (page 11)
- Special Entrance Rates (SER) – (page 9)

### III. IMPLEMENTATION

This policy and subsequent revisions to this policy shall become effective upon approval and signature of the HCSD Executive Officer/Designee and State Civil Service when applicable.

Note: Approved by the Civil Service Commission:

### IV. RESPONSIBILITY

- A. It shall be the responsibility of the Hospital Administrator and/or their designee(s) to:
  - 1. Ensure equity and consistency of special pay according to job categories, market conditions and practices.
  - 2. Ensure that the implementation of special pay does not cause the hospital to exceed authorized expenditures for the current and succeeding fiscal year.
  - 3. Ensure all pay is implemented in accordance with CS Rules and applicable approvals.
  
- B. It shall be the responsibility of the HCSD Human Resources Administration to:
  - 1. Monitor and review pay practices of Lallie Kemp Regional Medical Center.
  - 2. Advise, recommend and assist HCSD Administration and Hospital Administration, etc., in the implementation of appropriate pay practices.

### V. DEFINITIONS

For purpose of this policy, the following words or phrases shall have the following meanings:

- A. Base Pay – an employee’s hourly rate of pay and any supplemental pay as set in accordance with State Civil Service Rules. Base pay does not include overtime, per diem, shift diff, payment in kind, premium pay, one-time lump sum payments, or any other allowance for expenses authorized and incurred as an incident to employment. For purposes of this policy, “pay” means base pay.
  
- B. Compensation - salary, wages, fees, any special pay considerations, or any other cash payment directly to an employee as result of service rendered in any position. It shall not include reimbursement for travel incurred in the performance of official duties nor the authorized assignments on utilization of automobiles, houses or other movable property of the state or other governmental entity.
  
- C. Demotion – a change of an employee from a position in one job title to a different position allocated to a job title with a lower maximum.
  
- D. Detail to Special Duty – the temporary assignment of an employee to perform the duties and responsibilities of a position other than the one to which he is regularly assigned, without prejudice to his rights in and to his regular position.
  
- E. Dual (secondary) Employment - full-time HCSD employees with part-time secondary jobs with another state agency.

- F. Extraordinary Credentials and/or Experience - extraordinary and/or unique qualifications and/or credentials specifically related to a position being filled. The possession of such unique qualifications is exceptional to that of other applicants.
- G. Exempt FLSA status – employees designated as “exempt” by definition of the Fair Labor Standards Act who may be compensated for overtime hours except as required by HCSD policy or State Civil Service rules.
- H. Hiring Rate - the base pay rate at which an employee is hired into a job.
- I. Individual Pay Rate - the rate of base pay assigned to a given employee.
- J. Market Adjustment - means an adjustment to an individual’s base pay based upon the employee’s position in the pay range and relation to market. Specified amounts of adjustments are determined by the Civil Service.
- K. Non-Exempt FLSA status - employees designated as "non-exempt" by definition of the Fair Labor Standards Act who must be compensated for overtime hours.
- L. Official Holiday Schedule - holidays will be observed from midnight to midnight on the designated days as specified by the approved Holiday schedule for the HCSD.
- M. On-Call Pay – compensation provided in return for an employee being available to report to duty outside of regular work schedule.
- N. Overtime - time worked by an employee at the direction of the appointing authority on the employee's official holiday; in excess of the regular duty hours in a regularly scheduled workday or workweek; or a day on which a department or a division thereof, is closed by direction of the appointing authority because of natural emergencies/disasters.
- O. Pay Plan – the schedule of pay ranges assigned by Civil Service to each classification/job title in the classified service.
- P. Pay Range - the range of pay rates from minimum to maximum set by State Civil Service for a pay grade and job title.
- Q. Premium Pay - special pay authorized by the State Civil Service Commission to address recruiting and retention problems for hazardous duty, difficult work environments and/or location, extraordinary duties, market pay problems, and the attainment of educational and/or training credentials.
- R. Promotion – a change of a permanent status employee to a different allocation/job title to an allocation/job with a higher pay range maximum.
- S. Reallocation – a change from one job title to another job title-higher; equal; lower.
- T. Reassignment – a change of a probational or permanent employee from one job title to a

different job title, but both jobs have the same maximum rate of pay.

- U. Red Circle Rate – an authorized pay rate that exceeds the maximum of the pay range.
- V. Reemployment – the noncompetitive appointment hiring rate of a person based on permanent status attained in former employment in the classified state service.
- W. Reinstatement – the restoration of an employee to pay and duty status with all benefits of employment. (Example: Reinstatement as a result of CS Appeal)
- X. Shift Differential - extra pay allowances made to employees who work non-standard hours.
- Y. Special Entrance Rates (SER) - pay above the minimum of the pay range authorized by Civil Service for jobs for the purpose of improving recruiting and retention issues.

## VI. **HIRING RATES** (CS Rule 6.5)

Pay upon employment shall be at the minimum of the range established for the job, except:

- A. The pay of a probational, or job appointee shall not be reduced when the employee is earning more than the minimum for the job he occupies and is then probationally appointed to a position in the same job, or a different job with the same maximum rate of pay, in the same department without a break in service.
- B. Special Entrance Rates - pay rate(s) approved by the Civil Service Commission. Refer to Section XI. G. of this policy.
- C. Reemployment Eligibility Rate  
The pay of an employee who has had a break in service of at least 30 days, other than one being restored to duty following military service or being reemployed following a layoff, may be fixed at any rate in the range, for the position in which he is being employed, that does not exceed the highest salary he previously earned while serving with permanent status in a classified position other than detail to special duty. If the range for the job has been adjusted and the range minimum is higher than his former salary, he will enter at range minimum. If the former salary is higher than the range maximum his pay rate shall be set no higher than the range maximum for the position in which he is being employed. The appointing authority may at any time grant, to the extent permitted by other provisions of the Civil Service rules, any increase for which an employee having reentered the classified service possesses eligibility.  
**Note:** This Rule shall not apply to a former employee who was dismissed or resigned to avoid dismissal.
- D. Classified When Actually Employed (WAE) Appointment  
An appointing authority may set the pay of the employee at any rate in the range not to exceed the maximum.
- E. Return From Military  
Subject to Rule 23.15, when an employee returns from military service and is restored to duty in his former, equivalent or lower position, his pay shall be fixed at the rate

earned prior to leaving the classified service. If the job or equivalent job had been upgraded or any pay adjustments granted, he shall be granted a pay rate reflecting the impact of these adjustments, as though he had been in that job at the time of the adjustments.

- F. Extraordinary Qualifications/Credentials – See HCSD Policy #4549 6.5(g)
  
- G. Pay Upon Accepting Probational Appointment In Lieu of Promotion – When an employee resigns a permanent position and accepts a probational appointment without a break in service, and the appointment would have been considered a promotion according to Rule 6.7, the appointing authority shall grant any increase for which the employee would have been eligible under Rule 6.7.  
**Note:** This rule shall not apply to an employee who was dismissed or resigned to avoid dismissal.
  
- H. Pay Upon Appointment From a Department Preferred Reemployment List (DPRL)  
The pay of a person appointed from a DPRL may be fixed no higher than his rate of pay at the time of the layoff or displacement action, which entitled him to placement on the preferred list from which he is appointed, or at his current rate if such rate is higher based on other Civil Service Rules. If the range for the job has been adjusted and the range minimum is higher than his former salary, he will enter at the range minimum. In no case shall the rate of pay be higher than the range maximum for the job to which the person is appointed.

**VII. RATE OF PAY UPON PROMOTION, REALLOCATION, DETAILS UPWARD, DETAILS LATERAL, DETAILS DOWNWARD (CS Rules 6.7, 6.8, 6.11)**

- A. All employees of the HCSD shall receive the maximum allowed salary adjustment for promotions, reallocations, and details upward in accordance with State Civil Service Rules. **Exception:** When an employee has taken a voluntary demotion without a reduction in pay, promotion pay/reallocation pay/detail upward pay shall be in accordance with CS Rule 6.10(d). Refer to section VIII of this policy.
  
- B. A permanent HCSD employee shall not be required to resign to accept a Probational Appointment within HCSD unless there are documented performance issues or determined to be in the best interest of the agency.
  
- C. Promotion following Detail – When an employee has been detailed with pay to a higher job and is then promoted to the same job or to a job with an equivalent or higher pay level, the employee shall not be paid less than he earned on detail.
  
- D. Promotion between Schedules –If the promotion is to a job in another pay schedule that has a higher maximum, the promotional increase is based upon the percent difference of the range maximums as calculated with the following formula:  
Percentage Difference = (New Maximum / by the Old Maximum) – 1
  
- E. Reallocation to a lower pay grade in the same schedule or lower max in a different pay schedule, employee's salary will not change. If the salary is above the maximum of the

lower pay range, then the employee's salary will be red circled in accordance with CS Rule 6.15.

- F. Details to Special Duty Lateral or Downward – Employee's salary shall not be reduced but will remain at the same rate of pay as in their regular position.
- G. Pay Upon Accepting Probational Appointment In lieu of Promotion – When an employee resigns a permanent position and accepts a Probational appointment without a break in service, and the appointment would have been considered a promotion according to Rule 6.7, the appointing authority shall grant any increase for which the employee would have been eligible under Rule 6.7.  
**Note:** This rule shall not apply to an employee who was dismissed or resigned to avoid dismissal.

### **VIII. DEMOTION (CS Rule 6.10)**

When an employee is demoted for any reason under any circumstances, his pay shall be fixed as follows:

- A. 7% Reduction
  1. If the demotion is to a job within the same pay schedule or to a job in another pay schedule with a lower maximum
  2. Pay may be set at a lower rate in the range, but no less than the minimum. An approved SER is considered the minimum of the job.
- B. Waiver of Reduction in pay
  1. The Appointing Authority may waive the reduction in pay for voluntary demotions.
  2. If the pay reduction is waived, employees may not receive a pay increase on a future promotion, reallocation upward, or a detail to special duty until such time as the employee surpasses the pay level from which they demoted.
  - 3.. A Request to Waive Reduction in Pay Upon Demotion form shall be completed, signed, dated by Appointing Authority/Designee and employee. A copy shall be filed in the official employee personnel record. (See Attachment #1)
- C. Disciplinary demotions are not eligible for a waiver of 7% reduction.

Note: The provisions of this section shall not apply to any employee who voluntarily demoted on or before June 30, 2018.

### **IX. MARKET ADJUSTMENTS (CS Rule 6.32)**

- A. Market Adjustments shall be implemented in accordance with Civil Service Rules and implementation procedures in accordance with the applicable CS General Circular.
- B. Employees serving as classified When Actually Employed (WAE) jobs, shall not be eligible for a market adjustment.
- C. The amount of base pay adjustments shall be implemented in accordance with Civil Service Rules/CS General Circular.

- D. Employees may not be paid above the maximum rate of pay.
- E. Market Adjustment shall not affect the employee's ability to receive other types of adjustments under the pay rules.
- F. Employees with a current official Performance Evaluation of "Needs Improvement/Unsuccessful" shall not be granted a Market Adjustment.
- G. Employees on Detail to Special Duty – Market Adjustment shall be calculated on pay in their regular position. Detailed rate of pay shall be re-calculated based on new rate of pay in regular position.
- H. An appointing authority may, for rational/fiscal business reasons, request an exception to this rule from the Civil Service Commission.

## **X. PAY UPON JOB CORRECTION OR GRADE ASSIGNMENT**

When CS assigns a job to a different pay grade or changes the allocation/title of a position from one job to another job, by job correction:

- A. If the job to which the position is job corrected is in a higher grade in the same pay schedule or is in a grade with a higher range maximum in another pay schedule, or if the job is assigned to a higher grade in the same pay schedule or to a grade with a higher range maximum in another schedule, the affected employees' pay shall not change. However, an employee shall not be paid below the minimum/SER of the higher range. If the pay rate of the affected employee is below their new minimum/SER, the employee's pay shall be adjusted up to their new minimum/SER.
- B. If the job to which the position is job corrected is in a lower grade in the same pay schedule or is in a grade with a lower range maximum in another pay schedule, or if the job is assigned to a lower grade in the same pay schedule or to a grade with a lower range maximum in another schedule, the affected employees pay shall not change. If the pay rate of the affected employee is above their new maximum, a red circle rate shall be implemented in accordance with Rule 6.15.
- C. If the job to which the position is job corrected is in the same grade in the same pay schedule or is in a grade with the same range maximum in another pay schedule, or if the job is assigned to same grade in the same pay schedule or to a grade with the same range maximum in another schedule, the affected employees pay shall not change.

## **XI. APPROVAL PROCESS FOR PAY ACTIONS**

An Appointing Authority may implement pay categories/actions within the perimeters of options authorized and approved under State Civil Service Rules. Specified pay actions may require approval by the Civil Service and/or the Civil Service Commission.

**Note:** Implementation and payment of special pay actions, which would cause the Hospital to



exceed their personal services budget, requires the approval of the HCSD CEO.

A. Holiday Compensation (CS Rule 6.12.1)

1. Employees Not Scheduled to Work on Holidays
  - a. Holidays will be observed from midnight to midnight on the days approved as holidays for HCSD. Employees shall be compensated for the number of hours normally worked on a scheduled workday.
  - b. Exceptions to compensation on holidays observed:
    - 1.) Employee's regular work schedule averages less than 20 hours a week
    - 2.) Employee is on a Temporary WAE Appointment
    - 3.) Employee is on leave without pay (LWOP) immediately preceding and following the holiday period (at end and beginning of work schedule)
    - 4.) Employee is on an intermittent work schedule
2. Employees who are scheduled to work on a holiday are to be compensated in accordance with State Civil Service Rules governing overtime (21.8 & 21.9), and Section XI. C. of this policy.

B. On-Call (CS Rule 6.28)

In accordance with CS Rules which allow up to \$2.25 per hour on-call pay, HCSD and Lallie Kemp Regional Medical Center shall have a written policy in place to administer on-call. Civil Service must approve on-call policy. Rates of pay exceeding \$2.25 per hour require approval by the CS Commission.

1. Compensation provided in return for an employee being available to report to duty outside of the regular work schedule.
2. Employee is free to move about as he/she pleases, at his/her convenience, so long as employee is available for call back to their duty station, work ready, within a specified period of time as designated per policy. Employees may be required to remain near a telephone or carry a cell phone and notify their office and/or supervisor of the telephone number where they may be reached. On-call is paid when there are no other employees on duty to handle issues.
3. On-call compensation shall cease upon the employees' return to duty status.
4. On-call shall not be paid to employees on suspension with pay pending investigation.
5. On-call shall not be paid to employees on leave except under emergency circumstances as determined by the Appointing Authority.
6. On-call shall not be paid to employees when there is applicable staff on duty to answer questions/handle issues.
7. On-call shall not be paid to employees not available to return to their duty station, work ready except under emergency circumstances as determined by the Appointing Authority.
8. On-call shall not be paid to an employee for his/her regularly scheduled hours of duty.
9. On-call compensation is in addition to the employees' base pay and is not to be included in terminal leave payments.

C. Overtime (CS Rules 21.8; 21.9).

1. Within the perimeters of options authorized under Civil Service Rules and/or the Fair Labor Standards Act, all HCSD business units shall compensate employees, both Exempt and Nonexempt, for overtime.
  2. Compensation may be cash or compensatory leave (K-Time).
- D. Overtime Options for Official Closures – See Disaster Pay Policy No. 4548
- E. Shift Differentials (CS Rule 6.28)
1. Shift differential policy is required and must be approved by CS.
  2. Shift differential pay is received for hours actually worked on an eligible shift and shall not be applicable to hours while on leave status.
  3. Shift differential pay shall not be paid to employees on suspension with pay pending investigation.
  4. Hourly rates exceeding rates authorized in accordance with CS Rules, require approval by the CS Commission.
  5. Shift differential pay is in addition to the employees' base pay and is not to be included in terminal leave payments.
- F. 6.5 (g) Hires; Extraordinary Credentials and/or Experience-See HCSD Policy No. 4547
- G. Special Entrance Rates (SER's) (CS Rule 6.5(b))  
Pay above the minimum of the pay range authorized by the Civil Service Commission for jobs for the purpose of addressing/improving recruiting and retention issues; hazardous duty; difficult work environments; location; market pay problems; and/or training credentials.
1. Policy required and approved by Civil Service Commission prior to implementation.
  2. For the same job titles
  3. New Hires shall be paid at the approved SER or special retention rate.
  4. Current employees shall be adjusted to the approved SER if their current rate of pay is below the approved SER.
  5. Current employees may be adjusted to any salary up to but not to exceed the percent difference between the SER and the current hiring rate.
  6. SER's adjusted downward shall not change the employees' pay.
  7. Documentation to support the approved rates will be maintained in the HR Department for review as applicable.
- I. Optional Pay - Refer to HCSD Policy No. 4534
- J. Premium Pay (CS Rule 6.16) – an additional hourly rate of pay to address recruiting, retention, hazardous duty, education and/or training credentials, working conditions, location, difficult work environments, or market pay conditions.
1. Policy required and approved by Civil Service prior to implementation.
  2. For an individual or a group of jobs.
  3. Effective, April 5, 2023, an appointing authority may request authority to establish Premium Pay policies up to \$2.00 an hour with justification.
  4. Premium pay above \$2.00 requires approval of the CS Commission.
  5. Such additional pay shall not be considered as part of the employee's base pay and will be paid for hours worked only.

- K. Extraordinary Duty Pay (CS Rule 6.16) – additional hourly pay for an employee who Performs Extraordinary duty that is not an integral part of his regular assigned duties.
  - 1. Requires approval from CS Commission prior to implementation.
  - 2. For an individual or a group of jobs.
  - 2. Such additional pay shall not be considered as part of the employee’s base pay and will only be paid for hours worked.
  
- L. Individual Pay Adjustment (CS Rule 6.16) – additional pay will be considered for an employee when the Appointing Authority requests and can present adequate justification with documentation before the CS Commission.
  - 1. Such adjustment shall be granted only within the pay range to which the employee’s position is allocated.
  
- K. Other Compensation not covered in HCSD Policy will require discussion and approval of the HCSD CEO/Designee.

**XII. PAYMENT OF ANNUAL LEAVE UPON SEPARATION (CS Rule 11.10)**

- A. An employee shall be paid the value of his accrued annual leave in a lump sum not to exceed 300 hours. Payment is computed on the employee’s base hourly rate of pay (to include base supplement, if applicable) at the time of separation.  
**NOTE: THE HOURLY RATE OF PAY FOR EMPLOYEES, WHO ARE ON DETAIL TO A HIGHER JOB OR ON LEAVE TO ACCEPT AN UNCLASSIFIED JOB WITH HIGHER RATE OF PAY, SHALL NOT BE USED TO COMPUTE PAYMENT OF ANNUAL LEAVE UPON SEPARATION.**
  
- B. Fractional hours may be disregarded.
  
- C. No payment of annual leave shall be paid to any employee who is dismissed for theft of agency funds or property.
  
- D. An employee who resigns his permanent status job to accept a job appointment or any non-leave earning position will be paid annual leave up to 300 hours.
  
- E. An employee on Job Appointment who moves into a new Job Appointment within the same agency will not be paid for annual leave but will have annual leave balances transferred into the new job Appointment.

**XIII. REPAYMENT OF ANNUAL LEAVE UPON RE-HIRE INTO STATE SERVICE**  
 (CS Rule 11.10(e))

Employees who have been paid for accumulated annual leave and are re-hired into a classified job shall pay the Department which re-hires them as follows:

- A. HCSD Business unit shall contact employee’s prior agency to verify the employee’s work schedule (8, 9, 10, or 12 hours).
  
- B. Leave repayment is calculated based on the prior regularly scheduled hours and at the

rate the employee was initially paid for the annual leave.

- C. The value of such annual leave at the rate paid him less the value of working hours for which they have been paid which intervenes between the last day worked and the date of reemployment and shall be given credit for the number of hours of annual leave for which they have made reimbursement.
- D. Furlough followed by Layoff  
The value of such annual leave at the rate paid him less the value of working hours for which they have been paid which intervenes between the effective date of the furlough and the date of re-hire and shall be given credit for the number of hours of annual leave for which they have made reimbursement.
- E. Employees re-hired into a Classified WAE Appointment or Job Appointment shall not be subject to re-payment of annual leave.

#### **XIV. REPAYMENT OF ANNUAL LEAVE UPON REINSTATEMENT (CS APPEAL)**

- A. Employee separated from employment and paid up to 300 hours of annual leave.
  - 1. An employee granted reinstatement by decision of the Civil Service Commission or referee may, at his sole option, re-purchase all or part of the annual leave balance held at the time of separation.
  - 2. Employee is not required to re-purchase annual leave paid at time of separation.
- B. Employee is not re-credited with any compensatory leave paid at time of separation.

#### **XV. PAYMENT OF COMPENSATORY LEAVE UPON SEPARATION OR TRANSFER**

Balances of overtime compensatory leave hours (K leave) shall be paid upon an employee's Transfer, Resignation, Retirement, Removal, and/or Termination.

#### **XVI. PAYMENT OF SICK LEAVE/NON-DISCIPLINARILY REMOVAL (CS Rule 11.10.1)**

- A. Employees removed for exhaustion of sick leave is the only time an employee can be paid for his sick leave balance.
- B. This payment will typically not exceed eight (8) hours, depending on the incremental leave which the employee accrues between being given notice and his separation.
- C. Employee shall be paid the value of accrued sick leave in a lump sum, based on hourly rate at the time of separation.

#### **XVII. DUAL/SECONDARY EMPLOYMENT OF NON-EXEMPT EMPLOYEES**

Since the state of Louisiana is considered "one employer" for state jobs, full-time HCSD employees designated as "non-exempt" as defined by the Fair Labor Standards Act, who have a secondary part-time job with another state agency may incur overtime hours to be paid by HCSD. Employment of such individuals shall be considered an exception to the pay policy and

shall require prior approval of the HCSD CEO or Designee.

## **XVIII. EXCEPTIONS**

The HCSD CEO or designee may waive, suspend, change or otherwise deviate from the provisions of this policy they deem necessary to meet the needs of the agency as long as it does not violate the intent of this policy; state and/or federal laws; Civil Service Rules and Regulations; LSU Policies/Memoranda; or any other governing body regulations.

**REQUEST TO WAIVE REDUCTION IN PAY UPON DEMOTION**

Office/Facility: \_\_\_\_\_

Employee Name: \_\_\_\_\_ EmplID: \_\_\_\_\_

Demotion Effective Date: \_\_\_\_\_ Current Hrly Salary: \_\_\_\_\_

**FROM** Job Title: \_\_\_\_\_

Pay Grade: \_\_\_\_\_ Minimum hrly: \_\_\_\_\_ Maximum hrly: \_\_\_\_\_

**TO** Job Title: \_\_\_\_\_

Pay Grade: \_\_\_\_\_ Minimum hrly: \_\_\_\_\_ Maximum hrly: \_\_\_\_\_

Current Salary is within pay range of job demoting into? \_\_\_\_\_

Note: Employee may not be paid less than pay range minimum or approved SER of the new job or above the maximum of the pay range of the new job.

Hourly salary after demotion: \_\_\_\_\_

Employee has been informed that the Appointing Authority shall waive a pay increase on promotion, Reallocation upward, or detail to special duty for an employee who has been demoted without a reduction in pay of at least 7% until such time as the employee surpasses the pay level from which they demoted.

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Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

The approval of the exception to the mandatory pay reduction is not being granted in an arbitrary or fraudulent manner designed to ultimately increase the employees' rate of pay.

APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_

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Name and Job Title of Appointing Authority or Designee \_\_\_\_\_ Date \_\_\_\_\_

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Signature of Appointing Authority or Designee \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

**A COPY OF THIS FORM MUST BE FILED IN THE OFFICIAL EMPLOYEE RECORD**

Document Metadata

Document Name: 4515-24 - Classified Employees Pay.doc  
Policy Number: 4515  
Original Location: /LSU Health/HCSO/4500 - Human Resources  
Created on: 08/18/2000  
Published on: 11/04/2024  
Last Review on: 09/18/2024  
Next Review on: 09/18/2025  
Effective on: 03/07/2019  
Creator: Townsend, Kathy  
*HCSO Human Resources Director*  
Committee / Policy Team: Main Policy Team  
Owner/SME: Townsend, Kathy  
*HCSO Human Resources Director*  
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Approver(s): Wilbright, Wayne  
*Chief Medical Informatics Officer*  
Townsend, Kathy  
*HCSO Human Resources Director*  
Publisher: Wicker, Claire M.  
*PROJECT COORDINATOR*

Digital Signatures:

Currently Signed

Approver:  
Townsend, Kathy  
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10/31/2024

Approver:  
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11/04/2024