



JOB AIDS AND RESOURCES
Sample Policy – Pay for Employees
Appointed at the Range Minimum (Restricted Use)

SAMPLE POLICY (Restricted Use) –
PAY FOR EMPLOYEES APPOINTED AT THE RANGE MINIMUM

POLICY:

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

PURPOSE:

The purpose of this policy is to assist the Department in the recruitment and retention of employees in the field of Social Work located in Sample Parish Mental Health Unit. Mental Health workers may be exposed to a variety of workplace hazards in the course of performing their job functions. The type and degree of exposure is dependent upon a variety of individual factors including client-related factors as well as environmental issues. Through implementation of this policy, the Department aims to reduce high employee turnover at this facility.

APPLICABILITY:

This policy shall apply to all employees of the Department of _____ hired on/after July 1, 2012, domiciled at the Sample Parish Mental Health Unit.

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** or **probational** appointment status.
- B. Serves in one of following job titles:
 - Social Worker 1
 - Social Worker 2
 - Social Worker 3
 - Social Worker 4
- C. Appointed at the minimum of the pay range. (Employees appointed under C.S. Rule 6.5 (b) are not eligible under this policy).
- D. 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.