



Louisiana  
**SCS**  
State Civil Service

**BYRON P. DECOTEAU, JR., DIRECTOR**

Post Office Box 94111  
Baton Rouge, LA 70804-9111

Phone: 225-342-8274

Fax: 225-342-8058

[www.civilservice.la.gov](http://www.civilservice.la.gov)



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## ***HR Handbook Update No. 2017 – 0011***

**Issue Date:** July 3, 2017

**To:** Head of State Agencies and Personnel Officers

**Subject:** Update to Chapter 6 – Special Entrance Rates and Premium Pay

**REASON FOR UPDATE:** To update information regarding special entrance rates and premium pay.

**EFFECTIVE DATE:** July 1, 2017

This update is intended to provide information to HR officials regarding the Commission's removal of the pre-approved special entrance rate limits and the expiration of the Director's authority to grant premium pay requests up to \$2.00 per hour.

**Rule by Rule:**

[CSR 6.5\(b\)](#) – amended to reflect the removal of the pre-approved special entrance rate limits.

[CSR 6.16\(a\)](#) – amended to reflect the expiration of the Director's authority to grant premium pay requests up to \$2.00 per hour.

**Procedures:**

["Premium Pay Policy Standards"](#) – updated to reflect the expiration of the Director's authority to grant premium pay requests up to \$2.00 per hour.

["Special Entrance Rate Policy Standards"](#) – updated to reflect the removal of the pre-approved special entrance rate limits.

**Job Aids and Resources:**

[Flexible Pay Tools and Policy Requirements](#) – revised to reflect the removal of the pre-approved special entrance rate limits as well as the removal of the Director's authority to grant premium pay requests up to \$2.00 per hour.

If you have any questions regarding these updates, please contact your Compensation Consultant at (225) 342-8083.

Sincerely,

s/Byron P. Decoteau, Jr.  
Director  
State Civil Service