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SCS
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HR Handbook Update No. 2017 – 0012

Issue Date: December 29, 2017

To: Head of State Agencies and Personnel Officers

Subject: Update to Chapters 6 and 19

REASON FOR UPDATE: Updates due to Compensation Redesign and the transition from the current pay structure to a new pay structure. Chapter 19 (Transition to New Pay Structure) becomes effective on January 1, 2018, and will temporarily supersede all other rules that are in conflict. The HR Handbook is being updated to direct users to the correct information during this transition period.

EFFECTIVE DATE: January 1, 2018 for Chapter 19 transition; January 2, 2018 for pay schedule changes

To reflect the transition to Chapter 19 that is effective January 1, 2018, as well as the transition to new pay schedules on January 2, 2018, clarification is being provided for areas that conflict between Chapters 6 and 19 in order to direct users to the correct information during this transition period. Significant changes to the HR Handbook are as follows:

Rule by Rule:

- Rule 6.3 Adoption of Pay Plan
- Rule 6.5(b) Hiring Rate – Special Entrance Rate
- Rule 6.5(g) Hiring Rate – Extraordinary Qualifications/Credentials
- Added Rule 6.14.3 Suspension of Performance Adjustments

Procedures:

- Extraordinary Qualifications/Credentials Policy Standards – Document removed. Please refer to the Transition Guidelines during this time.
- Special Entrance Rate Policy Standards – Document removed. Please refer to the Transition Guidelines during this time.

Job Aids and Resources

- Pay schedules
- SER Questionnaire – Document removed. Please refer to the Transition Guidelines during this time.

- Sample Policy – Pay above Minimum for Extraordinary Qualifications/Credentials – Document removed. Please refer to the Transition Guidelines during this time
- Optional Pay Policy Addendum – Document removed. Addendum no longer valid per expiration of 4/1/2017.
- Flexible Pay Tools and Policy Requirements

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

Sincerely,

s/Byron P. Decoteau, Jr.
Director
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