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HR Handbook Update No. 2018-0001

DATE: April 9, 2018

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: Release of Compensation Administration Guide

REASON FOR UPDATE: In an effort to consolidate the resources currently found in Chapter 6 of the HR Handbook into one easy reference guide, State Civil Service has developed the Compensation Administration Guide. The guide will replace the overview, HR impact, rule-by-rule review, all procedures and all job aids and resources currently found in the HR Handbook.

EFFECTIVE DATE: July 1, 2018

In addition to the information previously found in Chapter 6 of the HR Handbook, the new [Compensation Administration Guide](#) also includes updated information to reflect the rule changes effective July 1, 2018. This includes updates to the following rules as a result of Compensation Redesign.

- SCS Rule 6.1 Philosophy
- SCS Rule 6.4 Rates of Pay in the Pay Plan
- SCS Rule 6.5 Hiring Rate
- SCS Rule 6.5.1 Pay Upon Appointment from the DPRL
- SCS Rule 6.7 Rate of Pay Upon Promotion
- SCS Rule 6.8 Rate of Pay Upon Reallocation
- SCS Rule 6.8.1 Pay Upon Job Correction or Grade Assignment
- SCS Rule 6.8.2 Pay Upon Relocation
- SCS Rule 6.9 Pay Upon Transfer or Reassignment
- SCS Rule 6.10 Rate of Pay Upon Demotion
- SCS Rule 6.11 Rate of Pay on Detail to Special Duty
- SCS Rule 6.15 Red Circle Rates
- SCS Rule 6.16 Special Pay Provisions
- SCS Rule 6.16.1 Rewards and Recognition

- SCS Rule 6.16.2 Optional Pay
- SCS Rule 6.17 Pay on Entering the Classified Service Under the Provisions of Rule 24.2
- SCS Rule 6.32 Market Adjustments

Furthermore, new guidelines have been included regarding the following rules:

- SCS Rule 6.5(b) Special Entrance Rates
- SCS Rule 6.5(g) Extraordinary Qualifications/Credentials
- SCS Rule 6.16.2(b) Optional Pay – Compression

If you have any questions regarding the Compensation Administration Guide, please contact your Compensation Consultant at 225.342.8083 or Brandy Malatesta, Compensation Administrator, at 225.342.8258.

Sincerely,

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