BOBBY JINDAL
GOVERNOR

State of Louisiana

Governor's Office of Homeland Security and Emergency Preparedness

MARK A. COOPER
DIRECTOR

Pay Upon Promotion or Reallocation Policy
Policy Number: HR-0020

Issue Date: **January 4, 2010**

Effective Date: **January 4, 2010**

Revised Date:

Approval:

Mark A. Cooper, Director

I. PURPOSE:

The intent of this policy is to assure equitable and appropriate compensation of employees upon their promotion or reallocation.

II. DEFINITIONS:

A. Promotion – A personnel action wherein an employee is assigned new duties, a new title, and a higher pay grade. This action may or may not include a move to another position.

B. Reallocation (with or without salary adjustment) – A position and personnel action wherein the attributes of an existing position are changed. Changes might address any or all of the following: full or part-time status, title, job specifications, job duties, etc. Depending on the scope of changes, an increase in pay within the same pay grade may be part of this personnel action.

III. POLICY:

Promotion or Reallocation

1. A promotion or reallocation of one pay grade may result in a pay increase not to exceed 7%.

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2. A promotion or reallocation of two pay grades may result in a pay increase not to exceed 10.5%.

3. A promotion or reallocation of three or more pay grades may result in a pay increase not to exceed 14%.

4. In all promotions or reallocations, the employee shall be paid no less than the current minimum of the job to which he/she promoted or reallocated.

5. In all promotions or reallocations, the employee shall be paid no more than the current maximum of the job to which he/she is promoted or reallocated.

6. A reallocation to a lower pay grade may result in a decrease in pay for the employee.

IV. APPLICABILITY:

This policy shall be applicable to all GOHSEP employees.

V. CERTIFICATION:

The GOHSEP certifies that it will not proceed with a promotion or reallocation, which has the effect of artificially increasing the pay of an employee.

VI. EXCEPTIONS:

Requests for exceptions to this policy must be submitted to the Appointing Authority along with specific and compelling justification.

It is possible that budgetary constraints at some point in the future could prevent continued implementation of this policy. In this event, the Appointing Authority may limit the percentage pay increase upon promotion or reallocation to some lesser amount.

VII. QUESTIONS:

Questions regarding this policy should be directed to the Human Resource office.