



BOBBY JINDAL  
GOVERNOR

**State of Louisiana**  
**Governor's Office of Homeland Security**  
**and**  
**Emergency Preparedness**

MARK A. COOPER  
DIRECTOR

**Optional Pay Policy**  
**Policy Number: HR-0022**

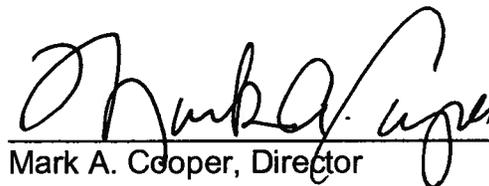
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**Effective Date:** March 8, 2010

**Revised Date:**

**Approval:**

  
Mark A. Cooper, Director

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**I. POLICY:**

The Appointing Authority of the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) may consider granting to employees an optional pay adjustment, as follows: 1) an adjustment to base pay on a permanent basis, 2) a lump sum award, or 3) a combination of an adjustment to base pay and a lump sum award. An adjustment as described above may be provided under the following conditions:

- A. To provide for the retention of an employee whose loss would be detrimental to the agency and who has received a verifiable job offer.
- B. To adjust pay differentials between employees when the Appointing Authority believes there are circumstances which warrant an adjustment.
- C. To recruit employees for difficult-to-fill positions.
- D. To compensate employees for significant additional duties.

The employee must currently have a "Meets Requirement" rating under the guidance of the agency's performance evaluation process.

## II. PROCEDURE:

Nomination for optional pay adjustments should be made by a Deputy Director and presented to the Appointing Authority for final approval. Pay adjustment requests may include requests for:

- A. a base pay increase on a permanent basis of up to 10% of an employee's annual salary (not to exceed the maximum of the pay range), or
- B. a lump sum payment of up to 10% of an employee's annual salary, which may be given as a one-time payment or distributed over several pay periods, or
- C. a combination of a base pay increase and a lump sum payment, the sum of which percentage increase does not exceed 10% of an employee's annual salary. If a proposed permanent increase would raise an employee over the maximum of the pay range, the employee may be given a permanent increase to the maximum of the range and the remaining percent of the proposed increase may be given in a lump sum.

Such increases/payment shall not duplicate payment received pursuant to other GOHSEP Policies. An employee may receive more than one adjustment in a July 1 to June 30 period as long as the total amount awarded does not exceed 10% of his/her annual salary during any such period.

Employees who are at range maximum cannot receive a base pay increase; they are only eligible for a lump sum increase and they cannot receive a lump sum payment in consecutive years even if the reasons for the adjustments are different.

Nominations for pay adjustments under this policy must include appropriate justification and documentation. Requests for retroactive processing of optional pay will not be considered unless special circumstances exist.

Justification and documentation must be included as follows:

- 1. To provide for the retention of an employee whose loss would be detrimental to the agency and who has a verifiable job offer.**

A request may be made for an employee to receive an increase, up to 10% of his/her annual salary, when the employee has been given a verifiable job offer. The job offer must be from either a private employer, a non-state governmental entity, i.e. Federal Government, or another state agency. If the job offer is from a private employer, it must be from a legally operated business, i.e. an incorporated business or a business that

possesses a current occupational license. The Appointing Authority will determine whether the job offer is a legitimate offer.

The employee must be judged by the Deputy Director and Appointing Authority to be important to the agency because he/she possesses special skills or knowledge.

An employee at range maximum can only receive a one-time lump sum payment.

**Required Documentation:**

- 1) A completed Personnel Action Request Form (PARF) which references GOHSEP Optional Pay Policy, HR-0022 and reflects the amount of the increase being requested (%) and the type of increase being requested, (i.e. lump sum, permanent increase to base pay, or combination).
  - 2) A copy of the actual job announcement/advertisement for the position being offered, when available.
  - 3) A copy of the written salary offer (on company letterhead or reasonable substitute) from the employer making the offer. If a written offer is not available, information about the verbal offer must be verified and documented via telephone. The documentation should include the following information:
    - a. Name and title of the individual, who made the offer,
    - b. Date the verbal offer was made,
    - c. Name of the employer making the offer,
    - d. Position offered,
    - e. Salary offered including perks,
    - f. Name and title of the individual in the section who conducted the verification and the date the verification was conducted.
  - 4) An explanation of why the loss of this employee would be detrimental to the office. For example, if the employee possesses special skills or knowledge, what are those skills/what is that knowledge and how is that skill or knowledge related to the job performed by the employee. If applicable, include the cost in time and/or money of training a replacement.
- 2. To adjust pay differentials between employees when the Appointing Authority believes special circumstances warrant an adjustment.**

A request may be made to provide an increase for an employee, up to 10% of his/her annual salary, whose pay is affected by implementation of various pay policies which cause pay compression among employees, mechanics of the pay plan, implementation of a structure adjustment, an increase given to other employees, the pay of new employees, or a discrepancy caused by other reasons, in either the same job series or supervisory chain.

When considering a request for optional pay based on a disparate pay situation, Deputy Directors should take into account the length of service of the employee(s), the proximity of the position(s) and what effect granting the increase will have on other employees within the section. **Deputy Directors must be careful to avoid creating other disparate pay situations when recommending optional pay to one or more employees.**

**Required Documentation:**

- 1) A completed PARF which references GOHSEP Optional Pay Policy, HR-0022 which reflects the amount of pay increase requested and whether the request is for a lump sum increase, increase to base pay, or combination thereof.
  - 2) A list of other employees in the section to whom the subject employee is being compared, to include name, title, pay grade, salary, amount of time in the applicable job title, date of hire within the section, and length of time in state service.
  - 3) An explanation of the disparate pay situation, what is the discrepancy, how it occurred, and why the subject employee should have a pay change.
  - 4) A copy of a current organizational chart of the section.
- 3. To compensate employees for significant additional duties on a permanent basis, or on a temporary basis when circumstances warrant.**

A request may be made to provide an increase of up to 10% of an employee's annual salary for significant additional duties which are assigned either on a permanent or temporary basis.

When considering optional pay for additional duties, whether assigned on a permanent or temporary basis, Deputy Directors

must consider if the additional duties require the employee to acquire new skills or competencies, if the duties are truly additional or will some duties be taken away to make room for the new duties, if the new duties result from the natural evolution of the job, if the duties are at a level salary grade, equivalent to, or lower than the employee's current job, and what is the level of the employee for whom the adjustment is being requested. If the request is for an employee assigned significant additional duties on a permanent basis, consideration must also be given to whether the assignment of these duties could result in a reallocation of the employee's position.

Employees receiving optional pay for permanent additional duties and who are at the range maximum may receive a one-time lump sum only. The lump sum may be distributed over multiple pay periods, not to exceed one year. Employees may not receive a lump sum or an increase to base pay the following year even if the range maximum increases.

Employees below the range maximum and who are assigned additional duties on a permanent basis may receive a lump sum, increase to base pay, or a combination thereof, not to exceed the range maximum, and if combined, not to exceed 10% of annual salary.

Employees receiving optional pay for temporary additional duties and who are at the range maximum may receive a one-time lump sum payment at the end of the duration of the duties or payment may be spread over multiple pay periods, not to exceed one year. Should the duties last longer than one year, employees at range maximum may not receive another lump sum the following year even if the range maximum increases.

Employees below the range maximum and who are assigned additional duties on a temporary basis may receive a one-time lump sum payment at the end of the duration of the duties or payment may be spread over multiple pay periods, not to exceed one year. Should the duties last longer than one year, employees may receive a lump sum in consecutive years. However, if the duration of the assignment exceeds one year, a request for payment must be resubmitted to the appointing authority for approval.

**Required Documentation:**

- 1) A completed PARF which references GOHSEP Optional Pay Policy, HR-0022 which reflects the amount of pay increase requested and whether the request is for an increase to base pay, a lump sum increase (and if that increase is to be over one or more pay periods), or a combination thereof.
- 2) A copy of an official updated position description form, (for permanent duties) which includes the additional duties assigned, along with an estimate of the percentage of the employee's time which will be spent on the new duties.

**III. APPLICABILITY:**

This policy shall be applicable to all GOHSEP employees.

**IV. RESPONSIBILITY:**

**Deputy Directors Are Responsible For:**

Nominating employees for Optional Pay adjustment in accordance with this policy, *HR-0022 Optional Pay*.

**Section Chiefs/Managers/Supervisors Are Responsible For:**

Notifying the Human Resource office if temporary projects end sooner than anticipated in order to stop bi-weekly payments to employees.

**Human Resource Office is Responsible For:**

Reviewing requests for award of optional pay for compliance with this policy and making a recommendation to the Appointing Authority.

Maintaining a record of optional pay adjustments made under this policy for five (5) years for the purpose of audit.

Assuring that awards which are lump sums distributed over more than one pay period are ceased when the lump sum award is exhausted, or sooner if notified by the supervisor that the project has ended.

**V. EXCEPTIONS:**

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

**VI. QUESTIONS:**

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