

# State Police Commission

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July 14, 1995

General Circular No. 47

To: State Police Commission Members, Colonel Paul Fontenot, Russell Culotta, Foye Lowe, Walt Smith, William Spencer, Baxter Welch, Walter L. Smith, III, Floyd J. Falcon, Jr., and LSTA Affiliate Presidents

Re: Implementation of the Salary Supplement

The salary supplement proposed in General Circular No. 37 has been approved by the State Police Commission and the Governor. We would like to remind you that this supplement is a State Police Commission pay plan, adopted by the State Police Commission and approved by the Governor. As such, it shall be implemented by the Department of Public Safety, Office of State Police for all classified State Police officers.

## Reporting Requirements

For reporting purposes, the one-time pay supplement is being treated as special pay. As with other types of special pay, reporting of such pay is not required on a personnel action form (SF-1). The State Police Commission will return to the agency, without action, any SF-1 received that report the one-time pay supplement.

The State Police Commission is instead requiring the preparation and submission of a report, listing the pay supplement payments for each agency. This report must include the Employee's Name, Social Security Number and the amount of the supplement paid to the individual. The report should not be finalized until all payments are calculated and distributed to the employees in the Office of State Police, but must be received no later than October 31, 1995. A cover letter certifying that the report contains complete and accurate information must accompany the listing.

Sincerely,

A handwritten signature in blue ink that reads "Debra L. Johnson".

Debra L. Johnson  
Director

STATE OF LOUISIANA  
DEPARTMENT OF CIVIL SERVICE  
BATON ROUGE, LOUISIANA

July 7, 1995

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General Circular No. 001195

To: Heads of State Agencies and Human Resource Directors

Subject: Implementation Of The Salary Supplement

Issue Date: July 7, 1995

The salary supplement proposed in General Circular #1189 has been approved by the Civil Service Commission and the Governor. The Civil Service Director has set the percent of maximum as 83.52%. This translates to a 4.176% supplement with a maximum amount of \$1002.24. General Circular #1190 contained examples of calculations of the supplement. As per the examples shown in the general circular, the supplemental payment should be pro-rated at an amount of 83.52% (.8352).

We would like to remind you that this supplement is a Civil Service pay plan adopted by the Civil Service Commission and approved by the Governor. As such, it shall be implemented by all agencies for Classified employees regardless of the funding source of the agency.

REPORTING REQUIREMENTS

For reporting purposes, the one-time pay supplement is being treated as special pay. As with other types of special pay (i.e., premium pay, shift differential, on-call pay, etc.), reporting of such pay is not required on a personnel action form (SF-1). The Department of Civil Service will return to the agency, without action, any SF-1's received that report the one-time pay supplement.

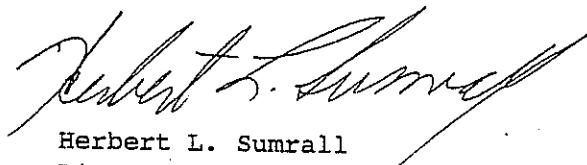
The Department is instead requiring the preparation and submission of a report listing the pay supplement payments for each agency. This report must include the Employee Name, Social Security Number, and the amount of the supplement paid to the individual. The report should not be finalized until all payments are calculated and distributed to employees in your

organization, but must be received no later than October 31, 1995. A cover letter certifying that the report contains complete and accurate information must accompany the listing. The report can be manually prepared or generated by computer. Agencies on the Uniform Payroll System (UPS) may wish to submit the Final Salary Supplement Report as generated by UPS; however, any corrections or changes made should be reflected on that document. We are requesting that you provide data on both classified and unclassified employees.

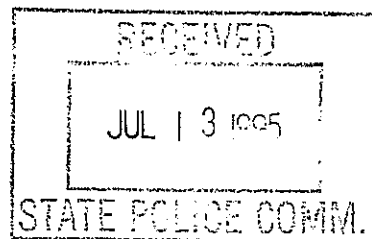
If you have any questions regarding the preparation or submission of the report, please contact Betty Mandeville or Stephen Hebert at (504) 342-6285 or LINC 421-8285.

Questions regarding the supplement may directed to either Allen Reynolds or Lisa Lusk at (504) 342-8083 or LINC 421-8083.

Sincerely,



Herbert L. Sumrall  
Director



General Circular No. 001190

To: Heads of State Agencies and Human Resource Directors

Subject: Guidelines For Implementation Of Salary Supplement

Issue Date: June 2, 1995

General Circular #1189 contained an amended proposal for the one-time salary supplement originally approved at the August 3, 1994 Civil Service Commission hearing. Following are guidelines for implementation to be followed provided that the Civil Service Commission and the Governor approve the proposal.

Restated below for your convenience is the plan as proposed as amended:

The supplemental payment shall be equal to an amount not greater than five percent of the employe's annual salary, but not greater than \$1200 per employee. The actual percent and maximum to be applied shall be fixed by the Director of the Department of State Civil Service as a percent of the maximums authorized herein. This action shall be taken by the Director when the calculations necessary to fix those proper figures have been made.

The payment shall be made to persons who were employed between July 1, 1994 and November 30, 1994 and through the date of distribution of the payment. For purposes of this pay plan, the date of distribution shall be June 4, 1995, and checks representing the supplemental payment shall be issued as soon after that date as practical. The payment to each employee shall be prorated according to the following schedule:

DATE OF OBTAINING STATUS	PERCENT OF PRORATION
On or before July 1	100
July 2 through August 19	75
August 20 through October 8	50

October 9 through November 30	25
December 1 and after	0

The calculation of the annual salary for purposes of determining this supplemental payment amount shall be based on the monthly salary in effect on November 30, 1994. The supplemental payment shall be made as one lump sum payment to each employee affected and shall be considered a one time payment effective for Fiscal Year 1994-1995 only.

#### GUIDELINES FOR IMPLEMENTATION

This Implementation Order is for Classified employees only. Questions concerning employees in the unclassified service should be directed to Rosemary Hannie at 342-7232. Questions concerning school employees should be directed to Steve Parker at 342-3834. Colleges and Universities should direct questions to the Board of Regents at 342-4253. Questions concerning retirees should be directed to their respective retirement system. Technical payroll questions should be directed to UPS at 342-5337. Under separate cover the Division of Administration Office of Planning and Budget and the Uniform Payroll System will issue further guidelines.

1) The monthly salary in effect on November 30, 1994 shall be the base salary in effect and does not include Special Pay, overtime, or any other salary enhancements.

2) The calculation of the annual salary for full-time classified employees for the purposes of determining this supplemental payment amount shall be based on the monthly base salary in effect on November 30, 1994. For the purposes of calculating this supplemental payment, a full-time employee shall be defined as any employee who is scheduled to work at least 80 hours in a two week period and is paid for at least 80 hours per two week period regardless of holidays or paid leave taken.

3) The calculation of the annual salary of intermittent and part-time classified employees for purposes of determining this supplemental payment amount shall be based upon the average compensation received per pay period for all pay periods occurring between July 1, 1994 and November 30, 1994. A part-time employee shall be defined as any employee who regularly works less than 40 hours per week and is paid for less than 40 hours per week for any portion of the period from July 1, 1994 and November 30, 1994, or an employee who has taken leave without pay for any portion of the period of July 1, 1994 through November 30, 1994.

4) The employee must have been continuously employed beginning July 1, 1994 through November 30, 1994, and through June 4, 1995 to receive the maximum amount.

If a break in service occurred between July 1, 1994 and November 30, 1994, the employee only gets credit for the latest continuous service period. For example, if Jane Q. Public was employed from July 1, 1993 to September 30, 1994 then left State service and was reemployed on October 15, 1994 and is then continuously employed through June 4, 1995 her eligibility is based upon the October 15, 1994 employment date and she is thus eligible for 25% of the supplement.

5) State employees who hold multiple eligible jobs are limited to \$1200 per person (or the cap rate set by the Director). Each employer should take the steps necessary to ensure that this limit is not violated.

6) Persons who are both active state employees and retirement system members are dually eligible for the supplement. The employee's entitlement shall be computed without regard to any amounts that employee may receive from a retirement system.

7) Employees in DROP status are to be treated as active employees until they actually cease working.

8) Employees who were continuously employed from July 1, 1994 through November 30, 1994 and who retire after November 30, 1994 are eligible for the supplement based upon their status as an active employee during July 1, 1994 through November 30, 1994, and will receive the supplement from the agency from which they retired based upon their monthly salary on November 30, 1994.

9) Employees who retire between July 1, 1994 and November 30, 1994 shall be treated as retired employees.

10) An employee who is on leave without pay for the entire period of July 1, 1994 and November 30, 1994 is not entitled to receive the supplement in the job from which he is on leave without pay.

11) Employees who are on a restricted appointment, job appointment, in "when actually employed" (WAE) status, or who have taken leave without pay during the period of July 1, 1994 through November 30, 1994 are eligible for the salary supplement if all eligibility requirements are met.

12) Employees who are eligible for the supplement and who worked for more than one employer from the period July 1, 1994 through June 4, 1995 shall be paid by the employer(s) of record on June 4, 1995.

#### EMPLOYEE REPORTS

As a service, the Department of Civil Service can provide reports describing employees who may be eligible for the supplement. Call the Department of Civil Service Management Information System office at 342-8285 for assistance.

#### EXAMPLES OF CALCULATIONS

Following are examples of calculations for the supplement for both full-time and part-time employees.

PLEASE NOTE THAT ALL OF THE EXAMPLES NOTED BELOW ASSUME THAT THE FULL 5% SUPPLEMENT WITH A CAP OF \$1200 WILL BE APPROVED. IF THE AMOUNT OF THE SUPPLEMENT IS LOWERED YOU WILL NEED TO PRO-RATE THE SUPPLEMENT TO BE PAID. FOR EXAMPLE, IF IT IS DETERMINED THAT FUNDING IS ONLY AVAILABLE FOR 80% OF THE SUPPLEMENT, YOU WILL NEED TO PRO-RATE THE SUPPLEMENTAL AMOUNT. THIS EXTRA STEP IS SHOWN AT THE END OF EACH EXAMPLE.

EMPLOYEE A:

FULL-TIME EMPLOYEE CONTINUOUSLY EMPLOYED SINCE 3/2/67; BASE MONTHLY SALARY EFFECTIVE 11/30/94 IS \$3250/MONTH.

MONTHLY SALARY X 12 = ANNUAL SALARY  
 $\$3250 \times 12 = \$39000.$

ANNUAL SALARY X 5 PERCENT = SUPPLEMENT  
 $\$39000 \times .05 = \$1950.00$

SUPPLEMENT PAID TO EMPLOYEE A WILL BE \$1200 (SUPPLEMENT CANNOT EXCEED \$1200).

IF THE SUPPLEMENTAL AMOUNT IS PRORATED AT 80%  
 $\$1200 \times .80 = \$960.00$

SUPPLEMENT PAID TO EMPLOYEE A WILL BE \$960.

EMPLOYEE B:

FULL-TIME EMPLOYEE CONTINUOUSLY EMPLOYED SINCE 5/7/94; BASE MONTHLY SALARY EFFECTIVE 11/30/94 IS \$1243/MONTH.

MONTHLY SALARY X 12 = ANNUAL SALARY  
 $\$1243 \times 12 = \$14916$

ANNUAL SALARY X 5 PERCENT = SUPPLEMENT  
 $\$14916 \times .05 = \$745.80$

SUPPLEMENT PAID TO EMPLOYEE B WILL BE \$746 (SUPPLEMENT SHALL BE ROUNDED UP FROM .01).

IF THE SUPPLEMENTAL AMOUNT IS PRO-RATED AT 80%  
 $\$746 \times .80 = \$596.80$

SUPPLEMENT PAID TO EMPLOYEE B WILL BE \$597 (SUPPLEMENT SHALL BE ROUNDED UP FROM .01).

EMPLOYEE C:

FULL-TIME EMPLOYEE CONTINUOUSLY EMPLOYED SINCE 9/15/94; BASE MONTHLY SALARY EFFECTIVE 11/30/94 IS \$2341/MONTH.

MONTHLY SALARY X 12 = ANNUAL SALARY  
 $\$2341 \times 12 = \$28092$

ANNUAL SALARY X 5 PERCENT = SUPPLEMENT  
 $\$28092 \times .05 = \$1404.60$

SUPPLEMENTAL AMOUNT PRORATED 50 PERCENT BASED UPON LENGTH OF EMPLOYMENT; CAP ON SUPPLEMENT IS \$1200.  $\$1200 \times .50 = \$600$

SUPPLEMENT PAID TO EMPLOYEE C WILL BE \$600.

IF THE SUPPLEMENTAL AMOUNT IS PRO-RATED AT 80%  
 $\$600 \times .80 = \$480.00$

SUPPLEMENT PAID TO EMPLOYEE C WILL BE \$480.

EMPLOYEE D:

PART-TIME EMPLOYEE CONTINUOUSLY EMPLOYED SINCE 3/5/93. EMPLOYEE RECEIVED THE FOLLOWING BASE PAY AMOUNTS EACH MONTH:

MONTH	SALARY
JULY --	\$ 648.00
AUGUST --	\$1080.00
SEPTEMBER --	\$ 0.00
OCTOBER --	\$1488.00
NOVEMBER --	\$1100.00
TOTAL	\$4316.00

MONTHLY SALARY EFFECTIVE 11/30/94

SALARY DIVIDED BY NUMBER OF MONTHS EMPLOYED

$\$4316/5 = \$863.20$

ROUND UP FROM .01; THEREFORE MONTHLY SALARY IS \$864

MONTHLY SALARY X 12 = ANNUAL SALARY

$\$864 \times 12 = \$10368$

ANNUAL SALARY X 5 PERCENT = SUPPLEMENT

$\$10368 \times .05 = \$518.40$

SUPPLEMENT PAID TO EMPLOYEE D WILL BE \$519. (SUPPLEMENT SHALL BE ROUNDED UP FROM .01).

IF THE SUPPLEMENTAL AMOUNT IS PRO-RATED AT 80%  
 $\$519 \times .80 = \$415.20$

SUPPLEMENT PAID TO EMPLOYEE D WILL BE \$416 (SUPPLEMENT SHALL BE ROUNDED UP FROM .01).

EMPLOYEE E:

PART-TIME EMPLOYEE CONTINUOUSLY EMPLOYED SINCE 10/09/94. EMPLOYEE RECEIVED THE FOLLOWING BASE PAY AMOUNTS EACH MONTH.

MONTH	SALARY
OCTOBER --	\$1372.50
NOVEMBER --	\$1906.25
TOTAL	\$3278.75



MONTHLY SALARY EFFECTIVE 11/30/94  
 SALARY DIVIDED BY NUMBER OF MONTHS EMPLOYED  
 $\$3278.75/2 = \$1639.38$   
 ROUND UP FROM .01; THEREFORE MONTHLY SALARY IS \$1640

MONTHLY SALARY X 12 = ANNUAL SALARY  
 $\$1640 \times 12 = \$19680$

ANNUAL SALARY X 5 PERCENT = SUPPLEMENT  
 $\$19680 \times .05 = \$984.00$

SUPPLEMENTAL AMOUNT PRORATED 25 PERCENT BASED ON LENGTH OF SERVICE  
 $\$984.00 \times .25 = \$246.00$

SUPPLEMENT PAID TO EMPLOYEE E WILL BE \$246.

IF THE SUPPLEMENTAL AMOUNT IS PRO-RATED AT 80%  
 $\$246 \times .80 = \$196.80$

SUPPLEMENT PAID TO EMPLOYEE E WILL BE \$197 (SUPPLEMENT SHALL BE ROUNDED UP FROM .01).

EMPLOYEE F

PART-TIME EMPLOYEE CONTINUOUSLY EMPLOYED SINCE 10/30/75. THE EMPLOYEE RECEIVED THE FOLLOWING BASE PAY AMOUNTS EACH MONTH.

MONTH	SALARY
JULY --	\$2079.00
AUGUST --	\$2277.00
SEPTEMBER --	\$2178.00
OCTOBER --	\$2079.00
NOVEMBER --	\$2178.00
TOTAL	\$10791.00

MONTHLY SALARY EFFECTIVE 11/30/94  
 SALARY DIVIDED BY NUMBER OF MONTHS EMPLOYED  
 $\$10791.00/5 = \$2158.20$   
 ROUND UP FROM .01; THEREFORE MONTHLY SALARY IS \$2159

MONTHLY SALARY X 12 = ANNUAL SALARY  
 $\$2159 \times 12 = \$25908$

ANNUAL SALARY X 5 PERCENT = SUPPLEMENT  
 $\$25908 \times .05 = \$1295.40$

SUPPLEMENT PAID TO EMPLOYEE F WILL BE \$1200 (SUPPLEMENT CANNOT EXCEED \$1200).

IF THE SUPPLEMENTAL AMOUNT IS PRO-RATED AT 80%  
 $\$1200 \times .80 = \$960.00$

SUPPLEMENT PAID TO EMPLOYEE F WILL BE \$960.

EMPLOYEE G

EMPLOYEE HAS BEEN CONTINUOUSLY EMPLOYED SINCE 1/8/80 AND IS REGULARLY SCHEDULED TO WORK 40 HOURS PER WEEK AND IS PAID FOR HOLIDAYS AND LEAVE; HOWEVER, EMPLOYEE TOOK 2 WEEKS (80 HOURS) OF LEAVE WITHOUT PAY FROM 8/8/94 THROUGH 8/19/94. EMPLOYEE'S REGULAR MONTHLY RATE OF PAY WHEN NOT ON LEAVE WITHOUT PAY IS \$1852.

ACCORDING TO THE IMPLEMENTATION ORDER FOR THIS SALARY SUPPLEMENT, THIS EMPLOYEE IS CONSIDERED A PART-TIME EMPLOYEE SINCE HE/SHE HAS TAKEN LEAVE WITHOUT PAY DURING THE PERIOD OF 7/1/94 TO 11/30/94. THE EMPLOYEE RECEIVED THE FOLLOWING BASE PAY AMOUNTS EACH MONTH:

MONTH	SALARY
JULY --	\$1794.24
AUGUST --	\$1110.72
SEPTEMBER --	\$1879.68
OCTOBER --	\$1794.24
NOVEMBER --	\$1879.68
TOTAL	\$8458.56

MONTHLY SALARY EFFECTIVE 11/30/94

SALARY DIVIDED BY NUMBER OF MONTHS EMPLOYED

$\$8458.56/5 = \$1691.71$

ROUND UP FROM .01; THEREFORE MONTHLY SALARY IS \$1692

MONTHLY SALARY X 12 = ANNUAL SALARY

$\$1692 \times 12 = \$20304$

ANNUAL SALARY X 5 PERCENT = SUPPLEMENT

$\$20304 \times .05 = \$1015.20$

SUPPLEMENT PAID TO EMPLOYEE G WILL BE \$1016. (SUPPLEMENT SHALL BE ROUNDED UP FROM .01).

IF THE SUPPLEMENTAL AMOUNT IS PRO-RATED AT 80%

$\$1016 \times .80 = \$812.80$

SUPPLEMENT PAID TO EMPLOYEE G WILL BE \$813 (SUPPLEMENT SHALL BE ROUNDED UP FROM .01).

EMPLOYEE H

PART-TIME EMPLOYEE CONTINUOUSLY EMPLOYED SINCE 5/2/94. EMPLOYEE RECEIVED THE FOLLOWING BASE PAY AMOUNTS EACH BI-WEEKLY PAYROLL PERIOD (OR PORTION OF PAYROLL PERIOD) FROM 7/1/94 THROUGH 11/30/94:

PAYROLL PERIOD	SALARY
07/01/94 - 07/03/94 -	\$ 50.00
07/04/94 - 07/17/94 -	\$450.00
07/18/94 - 07/31/94 -	\$500.00
08/01/94 - 08/14/94 -	\$500.00

08/15/94 - 08/28/94 -	\$500.00
08/29/94 - 09/11/94 -	\$450.00
09/12/94 - 09/25/94 -	\$500.00
09/26/94 - 10/09/94 -	\$ 0.00
10/10/94 - 10/23/94 -	\$500.00
10/24/94 - 11/06/94 -	\$500.00
11/07/94 - 11/20/94 -	\$400.00
11/21/94 - 11/30/94 -	\$300.00
TOTAL	\$4650.00

## AVERAGE SALARY PER PAYROLL PERIOD

TOTAL SALARY DIVIDED BY NUMBER OF PAYROLL PERIODS

 $\$4650/12 = \$387.50$ 

ROUND UP FROM .01; THEREFORE AVERAGE PAYROLL PERIOD SALARY IS \$388

## AVERAGE PAYROLL PERIOD SALARY X 26 = ANNUAL SALARY

 $\$388 \times 26 = \$10088$ 

## ANNUAL SALARY X 5 PERCENT = SUPPLEMENT

 $\$10088 \times .05 = \$504.40$ 

SUPPLEMENT PAID TO EMPLOYEE H WILL BE \$505 (SUPPLEMENT SHALL BE ROUNDED UP FROM .01).

## IF THE SUPPLEMENTAL AMOUNT IS PRO-RATED AT 80%

 $\$505 \times .80 = \$404.00$ 

SUPPLEMENT PAID TO EMPLOYEE H WILL BE \$404.

Staff at the Department of Civil Service will NOT be able to provide calculations for individual employees. All calls from employees concerning their individual rate will be referred to the agency Human Resources office.

Further directives concerning this supplemental payment will be issued as necessary.

Sincerely,



Herbert L. Sumrall  
Director