

2017 NASPE AWARD

Eva N. Santos Communication Awards

Nominations from dues-paying states are considered for eligibility. Nominated leaders and programs should have a positive effect on the administration of state human resource programs. A state's central human resource department or line agency human resource operations may administer nominated programs.

Programs and projects must have been operational for at least six months and must be transferable to other states. Selection criteria are based on the questions asked on the award application. Included in this packet are the specific criteria for each award and their categories. Nominations are encouraged in all areas of human resource management administration.

Additionally, please provide the project initiative in one of the following formats:

- Web link
- Snapshot
- PDF

NOMINATION INFORMATION

Title of Nomination: Career Climb and Compensation

State: LA

Contact Person: Lindsay Ruiz de Chavez

Contact's Title: Public Information Director

Agency: Louisiana State Civil Service

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ALL SUBMISSIONS MUST:

Meet all eligibility requirements. • Meet deadline requirements stated on the NASPE website. • Be entered in the correct category and be correctly identified. • Include a complete nomination packet. • Conform to all copyright laws.

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NOMINATOR INFORMATION

Nominator: Byron P. Decoteau, Jr. Title: State Civil Service Director

State: LA Agency: Louisiana State Civil Service

Telephone: (225) 342-8272 Fax: Click or tap here to enter text.

E-mail: Byron.Decoteau@la.gov

DETAILS

1. Please provide a brief description of the submission.

The Career Climb and Compensation Infographic is a simple visual of how a state employee's career can advance, along with how and when a state employee may receive discretionary pay. The infographic also contains a glossary of pay types with definitions, related Civil Service Rule(s), and who is eligible for the particular pay type.

The graphic's clouds detail how each form of discretionary and non-discretionary were used in Fiscal Year 2015-2016. This simplistic presentation allows viewers to see the different pay types and how many employees received each pay type at a glance instead of finding the information in a lengthy report.

2. How long has the submission been in existence?

The infographic has been in existence since September 2016.

3. Why was this submission created?

Initially, the infographic was created at the request of a legislator who wanted a simple view of compensation mechanisms for state employees. It is now being used as a recruiting tool to educate current and potential employees on how their potential career climb works. It can also be used as an educational tool to inform members of the media and legislature as to how the different pay mechanisms are used.

4. How does this submission support the goals and objectives of your agenda/department?

This infographic supports the State Civil Service goal of providing human resource services and programs that enable state government to attract, develop and retain a productive and diverse workforce that excels in delivering quality services to the citizens of Louisiana. It can be used as

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a recruiting tool to educate current and potential employees on how the career climb works. It can also be used as an educational tool to inform members of the media and legislature as to how the different pay mechanisms are used.

The infographic has also been useful in educating new agency heads/managers on the different pay mechanisms for state employees.

5. Have you been able to measure the effectiveness of this submission? If so, how?

We have received positive anecdotal feedback from those users who have reviewed the graphic. Our true measure of effectiveness will be determined in the upcoming session where it will be used as a part of an educational packet for members of the Louisiana Legislature.

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Career CLMB and Compensation in Fiscal Year 2015-2016

All pay mechanisms are applied
at the discretion of the
Appointing Authority and may be
subject to SCS Commission
or Director approval.

Potential Pay Progression

Uniform pay rates used for
promotion, career progression,
and performance.

Promotion

Change in roles
7%, 10.5%, or 14%
of Base



Annual Performance Adjustment

4% of Base



Career Progression

Change in skills
and experience
7%, 10.5%, or 14%
of Base



Base Starting Salary

All state employees
start at the minimum
unless flexible
hiring options
are applicable.



START
HERE

22.9%
earned performance
adjustments

4.22%
earned promotions

4.87%
earned career
progression payments

1.24%
earned rewards and
recognition
payments

0.06%
earned additional
payment for attaining
advanced degrees

1.12%
earned optional
base pay increases

0.28%
earned optional lump
sum payments

Discretionary Pay

Pay adjustments used to help agencies with recruitment and retention.

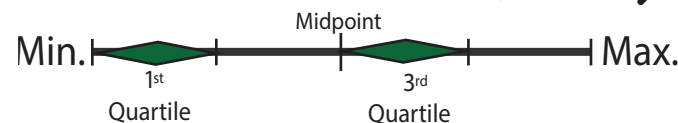
Flexible Hiring Options

**Special
Entrance
Rate**

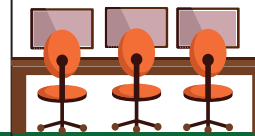
(Improve
recruitment
or retention)

**Extraordinary
Qualifications**

(Qualifications
above the
minimum
requirements)



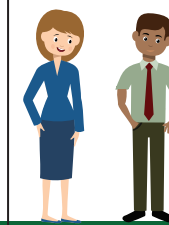
**Recruitment
Difficulty**
Up to 10%
of Base



**Received Outside
Job Offer**
Up to 10%
of Base or Lump
Sum Payment



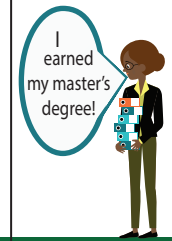
**Salary
Compression**
Up to 10%
of Base



**Additional
Duties**
Up to 10%
of Base



**Attained
Advanced
Degree**
Up to 10%
of Base



**Rewards &
Recognition**
One Time
Lump Sum
Payment
Up to 10%



**Premium
Pay**
Hazardous
Duties,
Market Pay
Problems,
Difficult Working
Environments,
Etc.



Glossary			
Pay Type	Definition	Rule	Who is Eligible
Additional Duties– Optional Pay	Compensation for duties performed outside of the normal scope and complexity of the job	6.16.2(c)	Affected employees
Attained Advanced Degree	Allows agencies to make a base pay award for obtaining a job related advanced degree (masters/doctorate)	6.16(h)	Employees providing proof of attainment of degree (i.e. transcripts) as outlined in their agency's policy
Career Progression	Advancing to a higher job title within the same job series	6.8	Employees with increased skills/abilities. (e.g., moving from Accountant 1 to Accountant 2)
Extraordinary Qualifications	Applicants who possess extraordinary or superior qualifications/credentials above and beyond the minimum qualifications/credentials required	6.5(g)	Applicants who possess extraordinary or superior qualifications/credentials above and beyond the minimum qualifications/credentials required
Performance Adjustment	Increase to an employee's base pay merited by the employee's performance on the job through achievement of performance expectations that align with the agency's organizational mission	6.14	Classified employees in active status as of June 30th of each performance year as described in SCS Rule 6.14 (a)
Premium Pay	Allows agencies to compensate for hazardous duties, difficult work environment/location, extraordinary duties, recruitment/retention, market pay problems, and the application of education/training credentials	6.16(a)	Affected employees
Promotion	Advancing to a different position and job title with a higher scope and complexity	6.7	Employees changing roles within their organization
Received Outside Job Offer-Optional Pay	Pay for retention of critical employee to match documented job offer	6.16.2(a)	Employees who provide proof of outside job offer
Recruitment Difficulty-Optional Pay	Allows employers to pay additional salary for positions proven to be difficult to fill	6.16.2(d)	Employees in affected positions
Rewards and Recognition	Allows agencies to establish a rewards program to provide either a non-monetary or monetary reward for exceptional performance	6.16.1	Employees exceeding performance expectations as outlined in agency's policy
Salary Compression-Optional Pay	Payment that helps realign pay between comparable employees, or alleviate supervisor/subordinate pay inversion caused by job and pay plan changes	6.16.2(b)	Affected employees
Special Entrance Rate	Compensation used for economic or employment conditions which cause recruitment or retention difficulties	6.5(b)	Qualified applicants working positions in a limited geographical area or with unusual employment conditions
Use of pay mechanisms must be in accordance with Agency's pay policy and may be subject to State Civil Service Commission or Director approval.			