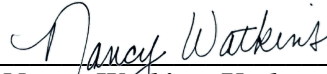


PPM #47

Policy Name: *Premium Pay*
Effective Date: *January 4, 2016*
Revision Date: *May 4, 2016, July 30, 2018; September 13, 2018
April 6, 2022; June 8, 2022; August 22, 2022; June 26, 2023;
August 21, 2023; June 10, 2024; August 19, 2024; May 12, 2025.*

Authorization: 
Nancy Watkins, Undersecretary

I. POLICY

As approved by the State Civil Service Director, it is the policy of the Office of the Lieutenant Governor (OLG) and Department of Culture, Recreation and Tourism (DCRT) to implement Premium Pay for specific positions. The chart outlining those affected positions shall be maintained by the Human Resources Division and will reflect approved Premium Pay throughout OLG/DCRT.

This policy is not intended to create any property rights. OLG/DCRT may re-assess “need” and the allocation of funding resources at any time and may rescind or change the amount given at any time. Sufficient notice must be provided to the employee and notification must be sent to State Civil Service of any changes in the amount paid.

II. PURPOSE

The purpose of this policy is to provide OLG/DCRT with a tool that allows for competitive pay for recruitment and retention efforts in accordance with Civil Service Rule 6.16(a).

III. APPLICABILITY

This policy is applicable to the specific offices and positions reflected on the attached addendum.

IV. PROCEDURES

Appointing Authorities and supervisors are responsible for reporting to the Human Resources Division the specific positions and incumbents that are eligible for premium pay. Such reporting must be submitted in a timely manner, as follows:

1. For Positions: When creating a new position request or updating an existing position for which premium pay is/will be applicable, the position description must include the optional attachment form (SF-3.A) located on Channel Z, indicating that there is approved premium pay for this position and listing the applicable amount.

2. For Employees: When the movement of an employee from one position to another, or the movement of the position from one organizational unit to another, creates or eliminates an employee's eligibility for premium pay, a Personnel Authorization Form (Form 301) must be submitted for the action specifically denoting the addition or deletion of premium pay as a result.

V. QUESTIONS

Questions regarding this policy should be directed to the Human Resources Division.

Summary of Changes: New policy (January 4, 2016), Revised (May 3, 2016), Updated signature (September 13, 2018). Revised April 4, 2022. Revised May 17, 2022. Revised May 26, 2022. Updated OSP Park Manager job titles due to job study (Revised August 22, 2022). Updated Custodian Supervisor job titles due to job study (Revised June 26, 2023). Added Park Ranger retention premium pay (Revised August 21, 2023). Updated Tourism Supervisors to reflect new titles of Tourism Manager, along with updating TIC 1-2 to reflect suggested retention rates. Added TIC 3, PBGAs, and Custodian 1-3 retention premium pay (Revised June 10, 2024). Updated pay grades for Park Ranger 1 & 2 and Park Ranger Specialist (Revised August 19, 2024) Updated Park Building and Grounds Attendant to Park Technician A-C. Updated Custodian Supervisor A to Park Technician Supervisor (Revised May 12, 2025).

ADDENDUM – LIST OF PREMIUM PAY RATES

<i>Location</i>	<i>Job Title(s)</i>	<i>Pay Grade</i>	<i>Job Code</i>	<i>Premium Pay Rate</i>	<i>Effective Date</i>	<i>Business Reason</i>
Office of State Parks Bayou Segnette State Park <i>0264</i>	Administrative Coordinator 1	AS-605	168040	Up to \$2.00 per hour for all hours	04/06/2022	To address recruiting/retention difficulties due to difficult working conditions.
	Administrative Coordinator 2	AS-607	168050			
	Administrative Coordinator 3	AS-609	168060			
	Interpretive Ranger 1	AS-612	170190			
	Interpretive Ranger 2	AS-613	170200			
	Interpretive Ranger 3	AS-614	170210			
	Maintenance Foreman	WS-215	129230			
	Maintenance Repairer 1	WS-210	128650			
	Maintenance Repairer 2	WS-212	128640			
	Mobile Equipment Operator 1	WS-209	103460			
	Park Ranger 1	PS-108	115840			
	Park Ranger 2	PS-109	115850			
	Park Technician A	WS-205	176505			
	Park Technician B	WS-206	176506			
	Park Technician C	WS-208	176507			
	Horticultural Attendant	WS-209	134400		06/08/2022	
	Park Ranger Specialist	PS-111	115830			
	Park Assistant Manager	AS-615	175680		08/22/2022	
	Park Manager C	AS618	175710			
	Park Technician Supervisor	WS-210	176508		06/26/2023	
Fontainebleau State Park <i>0264</i>	Administrative Coordinator 1	AS-605	168040	Up to \$2.00 per hour for all hours	04/06/2022	To address recruiting/retention difficulties due to difficult working conditions.
	Administrative Coordinator 2	AS-607	168050			
	Administrative Coordinator 3	AS-609	168060			
	Interpretive Ranger 1	AS-612	170190			
	Interpretive Ranger 2	AS-613	170200			
	Interpretive Ranger 3	AS-614	170210			
	Maintenance Foreman	WS-215	129230			
	Maintenance Repairer 1	WS-210	128650			

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	Maintenance Repairer 2 Park Ranger 1 Park Ranger 2 Park Technician A Park Technician B Park Technician C Horticultural Attendant Mobile Equipment Operator 1 Park Ranger Specialist Park Assistant Manager Park Manager C Park Technician Supervisor	WS-212 PS-108 PS-109 WS-205 WS-206 WS-208 WS-209 WS-209 PS-111 AS-615 AS-618 WS-210	128640 115840 115850 176505 176506 176507 134400 103460 115830 175680 175710 176508		06/08/2022 08/22/2022 06/26/2023	
Grand Isle State Park 0264	Administrative Coordinator 1 Administrative Coordinator 2 Administrative Coordinator 3 Maintenance Repairer 1 Maintenance Repairer 2 Park Ranger 1 Park Ranger 2 Park Technician A Park Technician B Park Technician C Park Manager B	AS-605 AS-607 AS-609 WS-210 WS-212 PS-108 PS-109 WS-205 WS-206 WS-208 AS-617	168040 168050 168060 128650 128640 115840 115850 176505 176506 176507 175700	Up to \$2.00 per hour for all hours	01/04/2016 08/22/2022	To address recruiting/retention difficulties due to difficult working conditions.
Sam Houston Jones State Park 0264	Administrative Coordinator 1 Administrative Coordinator 2 Administrative Coordinator 3 Horticultural Attendant Maintenance Foreman Maintenance Repairer 1	AS-605 AS-607 AS-609 WS-209 WS-215 WS-210	168040 168050 168060 134400 129230 128650	Up to \$2.00 per hour for all hours	04/06/2022	To address recruiting/retention difficulties due to difficult working conditions.

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	Maintenance Repairer 2 Mobile Equipment Operator 1 Park Ranger 1 Park Ranger 2 Park Technician A Park Technician B Park Technician C	WS-212 WS-209 PS-108 PS-109 WS-205 WS-206 WS-208	128640 103460 115840 115850 176505 176506 176507			
	Interpretive Ranger 1 Interpretive Ranger 2 Interpretive Ranger 3 Park Ranger Specialist	AS-612 AS-613 AS-614 PS-111	170190 170200 170210 115830		06/08/2022	
	Park Manager B	AS-617	175700		08/22/2022	
	Park Technician Supervisor	WS-210	176508		06/26/2023	
Office of State Parks 0264 Bogue Chitto SP Chemin-a-Haut SP Chicot SP Cypremort Point SP Fairview-Riverside SP Jimmie Davis SP Lake Bistineau SP Lake Bruin SP Lake Claiborne SP Lake D'Arbonne SP Lake Fausse Pointe SP North Toledo Bend SP Palmetto Island SP Poverty Point Reservoir SP St. Bernard SP	Park Ranger 1 Park Ranger 2 Park Ranger Specialist	PS-108 PS-109 PS-111	115840 115850 115830	\$1.00 per hour for all hours, for 0-3 years' service. \$1.50 per hour for all hours, for 3-5 years' service. \$2.00 per hour for all hours, for 5+ years' service.	08/21/2023	To address retention difficulties.

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South Toledo Bend SP Tickfaw SP						
Office of Management and Finance Human Resources <i>0261</i>	Human Resources Analyst A Human Resources Analyst B Human Resources Analyst C Human Resources Specialist	AS-612 AS-613 AS-615 AS-617	170800 170810 170820 170960	\$1.00 per hour for all hours worked.	05/09/2016	To address retention difficulties.
Office of Tourism Welcome Centers <i>0267</i>	Tourism Information Counselor 1 Tourism Information Counselor 2 Tourism Information Counselor 3 Tourism Manager Park Technician A Park Technician B Park Technician C Custodian 1 Custodian 2 Custodian 3	AS-607 AS-609 AS-611 AS-614 WS-205 WS-206 WS-208 WS-202 WS-203 WS-205	110690 110700 110720 165850 176505 176506 176507 100300 100270 175910	0 to 2 years = \$1.00/hr 2 to 4 years = \$1.50/hr 4 + years = \$2.00/hr For all hours worked.	06/10/2024	To address retention difficulties.