


Longevity Policy

	Louisiana Department of Health (LDH)	
	Policy Number	117.1
	Content	Provide pay for employees at range maximum
	Effective Date	December 13, 2017
	Inquiries to	Office of Management and Finance Division of Human Resources, Training and Staff Development P. O. Box 4818 Baton Rouge, Louisiana 70821-4818 (225)342-6477 FAX (225) 342-6892

If there is a discrepancy between an LDH Policy and a Program Office or facility policy, the LDH policy shall govern/overrule/supersede the conflicting section within the Program Office or facility policy.

I. PURPOSE

The purpose of this policy is to provide up to a 4% lump sum annual payment to employees who are at the maximum of their pay range and also meet all the requirements of State Civil Service Rule 6.16(g), when the Appointing Authority certifies funding is available. "Appointing Authority" means an officer or employee authorized by statute or by lawfully delegated authority to make appointments to positions in the State Service.

II. APPLICABILITY

This policy shall be applicable to classified employees in all LDH offices and subdivisions thereof. However, application of this rule to any single employee may only occur once every 3 years.

III. EFFECTIVE DATE

The effective date of this policy is December 13, 2017.

IV. REQUIREMENTS

All employees who meet the eligibility requirements will receive the same percentage of award.

1. Employee must have 12 years of continuous service at the time the lump sum is granted.
2. Employee must have reached the maximum of their pay range.
3. Employee must have remained at the exact same rate of pay for 3 years.
4. Employee must have not received a Performance Evaluation rating of Needs Improvement/Unsuccessful in the three rating years prior to the award.
5. Employee must not be red-circled.

V. REFERENCES

State Civil Service Rules, Chapter 6.16g

VI. REVISION HISTORY

Date	Revision
December 13, 2017	Policy created
	Policy revised
	Policy revised