
Louisiana Housing Finance Agency



Human Resources

Tim Gilmore, Director

March 14, 2007

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MEMORANDUM

To: Dr. Adell Brown, Chairman
Commissioner Carolyn Burris
Commissioner Allison Jones
Commissioner Philip Miller
Commissioner Lisa Woodruff-White
Commissioner Greg Gachassin

From: Tim Gilmore, Director of Human Resources

Date: March 14, 2007

Re: Human Resources Committee

Please be advised there will be a Human Resources Committee meeting prior to the Full Board meeting on Wednesday, March 21, 2007, 8:30 a.m., Louisiana Housing Finance Agency, 2415 Quail Drive, Baton Rouge, LA, in Committee Room 2.

If you have any questions or concerns, please contact us.

March 14, 2007

HUMAN RESOURCE COMMITTEE MEETING

A regular meeting of the Human Resource Committee will be held on Wednesday, March 21, 2007 at 8:30 AM, at Louisiana Housing Finance Agency, in the Committee Room 2, located at 2415 Quail Drive, Baton Rouge, LA by order of the Chairperson.

Preliminary Agenda

1. Call to order, roll call, and introduction of guests
2. Policy Revisions
3. Positions and Budget FY 07
4. President and Vice-President Evaluations
5. Other Business
6. Adjournment

Milton J. Bailey, President

If you require special services, please call Lourie Brown at (225) 763-8700 by Monday, March 19, 2007.

LOUISIANA HOUSING FINANCE AGENCY
Updated 12/21/06

PERSONNEL POLICY NO. 2

SUBJECT: AMERICANS WITH DISABILITIES ACT

I. POLICY:

It is the policy of the Louisiana Housing Finance Agency to comply with the provisions of the Americans with disabilities Act (ADA) to ensure there is no discrimination in application for or in terms and conditions of employment of persons with disabilities as defined in the Act.

II. PURPOSE:

To ensure that all individuals are provided an equal employment opportunity.

III. PROCEDURE:

1. 1. The Louisiana Housing Finance Agency will not discriminate against a qualified individual with a disability in regard to job application procedures, hiring, advancement, discharge, compensation and training (Title I).
2. 2. No qualified individual with a disability shall, by reasons of that disability, be excluded from participation in or be denied the benefits of the services, programs or activities of a public entity or be subjected to discrimination by such entity (Title II).
3. 3. No individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages, or accommodations of any place of public accommodation by any person who owns, leases, or operates a place of public accommodation (Title III).

The Louisiana Housing Finance Agency complies with all ADA provisions. Specific regulations can be found in the Americans with Disabilities Act, (Titles I-III).

IV. APPLICABILITY:

This policy shall be applicable to all employees of the Agency.

V. EXCLUSIONS:

There will be no exceptions to this policy.

VI. QUESTIONS:

All questions regarding this policy should be directed to the Human Resources Section.

VII. VIOLATIONS:

Employees found to have violated this policy will be subjected to disciplinary action.

LOUISIANA HOUSING FINANCE AGENCY
POLICY NO. 3
Rev. Date 12/21/2006

SUBJECT: STUDENT APPOINTMENTS

I. POLICY

It is the policy of the Louisiana Housing Finance Agency that the employment of student workers shall serve to enhance services and accomplish the mission of the agency. This policy shall serve to ensure equity and compliance in all student employment practices in accordance with federal and state laws and Civil Service rules.

The Human Resources Department will manage a "pool" of student workers for the agency. To be employed by this agency, a student must meet the definition of "Bona Fide Student" as defined by Civil Service Rule 1.5.1: "Bona Fide Student means a person enrolled in an accredited high school, college, or university in the State, or a person enrolled in a State-operated vocational-technical school, in a sufficient number of courses and classes in such institution in which he is enrolled; or a person enrolled in an off-campus college work-study program in a proprietary institution of higher education as defined in Section 461(b) of the Higher Education Act of 1965, as amended. A bona fide student shall not lose his status as such because of vacations during the academic year or because of his failure to attend summer school."

II. Selection and Appointment

Students may not be employed in the same organizational unit as another family member who is also an employee of the agency, as follows: sister, brother, son, daughter, mother, father, grandchild, grandparent, aunt, uncle, niece, nephew, stepchild, stepparent.

Final employment approval is contingent upon receipt and verification of eligibility as certified by the following documentation:

- A certified Application for Student Employment (SF-10D);
- A current official school transcript;
- A work permit for students under the age of 18;
- Proof of selective service registration for all males between the ages of 18 and 26;
- A satisfactory pre-employment drug test.

III. Termination of Employment

Student employment is categorized as unclassified serviced under Civil Service Rule 4.1©8. As such, an Appointing Authority may terminate student employment at any time. Students who voluntarily choose to terminate employment must provide written notice to their supervisor and complete an Exit Interview Form prior to the last day of employment.

IV. Recertification of Student Status

Each student must present a new and current Application for Student Employment (SF 10-D) each September and February. The college, university, or school must certify the document. Failure to present a current application may result in termination of student employment. By signature on the SF10-D, the student agrees to promptly notify the Human Resources office of any change in status as a student, including reduction in courses taken, termination of student status, or scholastic probation. A student who is a

*Technical students are included in this category

A professional student is a college junior or senior, or graduate student who will perform entry/journeyman level professional duties related to the student's major. The agency will work with professional students to apply what they have been studying in the classroom in a real work setting, thereby developing professional skills and strengthening self-confidence, which will make the student more marketable in the post-graduate job market.

To warrant professional student pay, the student's official transcript must reflect relevant coursework in the career field the student will be employed and a job description must be provided by the supervisor reflecting job duties related to the student's major (e.g., ITS, Finance, Business Administration, Accounting, Economics).

LOUISIANA HOUSING FINANCE AGENCY
Revised 12/21/06

PERSONNEL POLICY NO. 14

SUBJECT: OVERTIME

I. POLICY:

It is the policy of the Louisiana Housing Finance Agency:

- A. That no employee will work overtime without prior approval from the supervisor unless an emergency exists.
- D. That compensation for overtime hours worked shall be made in accordance with the information contained in VI below.
- E. That an employee shall first use payable compensatory leave and then non-payable compensatory leave prior to using annual leave or voluntary leave without pay.
- F. That an employee shall be paid for unused payable compensatory leave at a rate equal to his/her hourly rate of pay upon separation from the Agency.
- H. That an employee shall be paid for up to 40 hours of unused, non-payable compensatory leave upon separation from the Agency. No more than 40 hours may be paid without the specific written approval of the President.
- I. That all employees will comply with the provisions of the FLSA, which takes precedence over this policy, State law, and Civil Service Rules.
- J. That managers of the Agency shall prudently manage the work of staff in order to mitigate the need for overtime.

II. PURPOSE:

- A. To assure consistent treatment of employees.
- B. To prudently manage fiscal resources.
- C. To assign responsibility for administration of overtime compensation and to explain the process for adhering to the policy.

III. APPLICABILITY:

This policy applies to all employees of the Louisiana Housing Finance Agency.

IV. DEFINITIONS:

A. Hour Worked:

1. 1. When used in this policy, "hour worked" also refers to a portion of an hour worked.
2. 2. Hour worked while on travel for official Agency business
 - a. a. The purpose of Agency-related travel may be either "conference-related" or "fieldwork-related."
 - b. b. "Conference-related" Travel or "Conference Travel" consists of Agency-related conventions, workshops, training courses, study groups, and associated activities. Attendance at or travel to conference-related travel outside of an employee's scheduled workday may only be compensated for with straight time compensatory leave. The only exception to this is in the case of a non-exempt employee who actually works over 40 hours in a workweek. Accordingly, hours spent outside of an employee's normal workday attending or traveling for conference-related travel is not considered an "hour worked" for the purpose of this policy.
 - c. c. "Fieldwork-Related" Travel or "Field Travel" is all travel on behalf of the Agency that is not "conference travel" as defined above. For the purpose of field travel, an hour worked is defined differently under the following two situations:
 1. 1. Field travel that involves one or more overnight stays:

When this travel coincides with the employee's regular work hours on a day that is not a regular workday, those hours of travel are considered hours worked. (Of course, time spent in travel that coincides with the employee's regular work hours on the employee's regular workday is regular work time.)
 2. 2. Field travel that occurs all in one day:

- a. Any hour of travel that occurs outside of the normal work hours is an hour worked (excepting ordinary travel between home and work).
- b. An hour spent in emergency travel from home to work is an hour worked. For example, if an employee who has gone home after completing his day's work is subsequently called out at night to perform an emergency job, all time spent on such travel is work time.
- c. An hour worked by an employee who, while in "on-call" status, is called to perform work, is an hour worked - whether the work is performed at home or at another work location.
- d. Any work which an employee is required to perform while traveling is counted as hours worked.

3. Emergency Work During Official Closures:

When, due to imminent peril or immediate danger from weather conditions or natural disasters, a security risk to the public safety, or similar occurrences of an extraordinary nature, the appointing authority declares the Agency or offices of the Agency officially closed or the Governor has officially closed certain or all offices of the State, those persons who are scheduled to work during those hours and, because of the requirements of their job, do in fact work shall be entitled to overtime compensation.

B. Hour Not Worked

- 1. Ordinary travel between home and work. For example, if an employee whose office is in Baton Rouge, has spent the day working in New Orleans, and lives in St. Francisville, passes through Baton Rouge on his way home, the time spent in travel from Baton Rouge to St. Francisville is not work time.
- 2. During field travel which requires one or more nights away from home, an hour spent in travel outside of the employee's normal working hours as a passenger on an airplane, train, boat, bus, or

automobile is not an “hour worked” as defined in Section A, above.

3. While traveling (conference and field travel), any hour that the employee can effectively use for his/her own purpose for eating, sleeping, watching television, etc., is not an hour worked if that time is outside of the employee’s regular work hours.
 4. Bonafide meal times are not counted as hours worked.
- C. Hour Actually Worked - When used in this policy, "hour actually worked" is an hour which the employee actually works, i.e., "hour actually worked" does not include hours taken as leave (sick, annual, compensatory, or leave without pay), hours taken as a holiday, hours spent in jury duty, etc., which are not worked by the employee.
- D. Overtime Hour:
1. For the purpose of the FLSA, overtime is any hour (or portion thereof) actually worked over 40 hours in a workweek.
 2. For the purpose of Civil Service Rules, overtime is defined in Chapter 6 of the Civil Service Rules.
- E. Straight Time Compensatory Leave (in the context of this policy) is the same as non-payable compensatory leave, non-payable compensatory time, non-payable K, straight time compensatory leave, straight time compensatory time, straight time K, and hour for hour compensatory leave.
- F. Time and one-half Compensatory Leave (in the context of this policy) is the same as payable compensatory leave, payable compensatory time, payable K, time and one-half compensatory leave, time and one-half K, FLSA compensatory leave, FLSA compensatory time, and FLSA.
- G. Work Week - Unless a specific exception has been authorized by the President, the work week for the Louisiana Housing Finance Agency begins and ends at midnight on Sunday night.

V. PROCEDURE:

- A. Determination, Documentation and Reporting of FLSA Status:
1. FLSA status is determined according to Civil Service procedures and is set by the Human Resources Section with the approval of an appointing authority.

- B. Exceptions to Overtime Compensation: Any request to compensate overtime hours worked by a method not authorized in this policy must be submitted to an appointing authority in advance. Such a request must be in writing and must contain reason to fully justify the request. Any written approval must be forwarded to the Human Resources as well as to the Accounting Department.
- C. Prior Approval For Working Overtime: Prior to working any overtime hour, the employee must seek and receive approval from the supervisor (or someone else in the line of supervision when the supervisor is not available). If the employee believes the situation to be of an emergency nature, and a supervisor cannot be reached, the employee may work the overtime. However, the event should be documented in writing and the overtime justified to the supervisor as soon as possible.
- D. Reporting:
1. Overtime hours worked must be reported in writing.
 2. Such a report of overtime hours worked must be signed as accurate by the employee and signed as approved by his/her designated supervisor.
 3. Documentation of overtime worked is maintained in the section and must be available for review by authorized individuals.
- E. Compensation for Overtime Hours Worked
1. NON-EXEMPT employees who work overtime but do not actually work over 40 hours in a workweek (because of the hours of a holiday or hours of leave taken - sick, annual, compensatory) shall be compensated for overtime hours worked with straight time compensatory leave *until such time as they have actually worked 40 hours in the workweek*. If and when the employee reaches a cumulative overall balance of straight time compensatory leave of 240 hours, then overtime hours worked (when fewer than 40 hours are worked in the workweek) shall be compensated at the employee's hourly pay rate.

Once the employee actually works over 40 hours in the workweek, then any additional overtime hour worked shall be compensated with time and one-half pay for each hour actually worked over forty. (See C for travel overtime exception).

2. 2. EXEMPT employees shall be compensated for overtime hours worked with straight time compensatory leave *until such time as they have actually worked 80 hours in the payperiod*. If and when the employee reaches a cumulative overall balance of straight time compensatory leave of 240 hours, then overtime hours worked shall be compensated at the employee's hourly pay rate.
3. Any employee who works overtime on a day that would have otherwise been his/her holiday shall be paid straight time pay for hours worked on that day in addition to his/her regular pay.
4. Employees in the situations listed above may request to earn payable compensatory leave at time and one-half in lieu of receiving pay at time and one-half until the employee attains a balance of 240 hours of payable compensatory leave as an exception to this policy. At any point when the employee reaches a balance of 240 hours of payable compensatory leave, the employee must be paid time and one-half for each hour worked over 40.

Employees in the situations listed above may request to earn non-payable straight time compensatory leave in lieu of straight time pay as an exception to this policy.

5. Caps on Accumulation of Compensatory Leave

(a) Employees who accrue compensatory leave at the time and one-half rate shall accumulate no more of such compensatory leave than allowed under the Fair Labor Standards Act.

(b) Once the maximum balance of compensatory leave earned at the time and one-half rate is reached, any additional overtime work in excess of forty hours per week will be paid to an eligible employee in cash at the time and one-half rate.

(c) Compensatory leave earned hour for hour may be accrued in excess of 360 hours, but not more than a total of 360 such hours shall be carried forward from one calendar year to the next.

However, the appointing authority may grant an exception to this subsection via a request of an exception made to Civil Service in accordance with Civil Service Rule 6.25 (c).

(e) Payment for compensatory leave upon separation or transfer is covered in Civil Service Rule 11.29.

6. Individuals in Student Appointments, Restricted Appointments, or When Actually Employed Appointments who are designated as non-exempt and who work:
 - a. Over 8 hours in a day shall be paid straight time pay for hours worked over 8, and
 - b. Over 40 hours in a workweek shall be paid time and one-half pay for all hours actually worked over 40.

Individuals in these types of appointments designated as exempt shall be compensated according to V E2 above.

VI. RESPONSIBILITY:

- A. President and/or Vice President are responsible for:
 1. Holding accountable the directors and/or Managers under his/her supervision for adhering to all aspects of this policy.
 2. Assuring the participation of all employees under his/her supervision (directly and indirectly) in all programs provided to educate employees regarding the FLSA and overtime issues.
- B. Supervisors are responsible for:
 1. Assuring that each employee under his/her supervision, current and new:
 - a. is made aware of this policy and its contents as well as any forthcoming revisions, and

- b. is informed that he/she must abide by the terms of the policy, and
 - c. is informed of the consequences of any violation of this policy.
- 2. Assuring compliance with all aspects of this policy, the FLSA, and Civil Service Rules when compensating overtime.
- 3. Informing employees regarding how overtime hours will be compensated.
- 4. Assuring the participation of all employees under his/her supervision (directly and indirectly) in all programs provided to educate employees regarding the FLSA and overtime compensation.
- 5. Maintaining appropriate records reflecting overtime hours worked, signature of the employee who performed the overtime and signature of director or delegated representative.
- 6. Managing the workload of all employees with a view to minimizing the need for overtime.

C. Employees are responsible for:

- 1. Securing prior approval from the supervisor prior to working any overtime hour.
- 2. Reading the "Statement of Agreement or Understanding Regarding Compensation for Overtime Worked" at the end of this policy statement. Signing the statement and forwarding the signed statement to the Personnel Officer if such a statement has not already been signed and delivered to the Personnel Officer. Discussing the contents of this statement with the supervisor if there is not a complete understanding of the statement.
- 3. Compliance with all aspects of this policy.

VII. EXCLUSIONS:

- A. Requests for exceptions to this policy should be submitted to the President.
- B. Any exception to this policy must have the written approval of the President or his/her delegated representative.

VIII. QUESTIONS:

Questions regarding this policy should be directed to Human Resources.

**IX. STATEMENT OF AGREEMENT OR UNDERSTANDING
REGARDING
COMPENSATION FOR OVERTIME WORK**

I understand that agencies of the State of Louisiana have the option of granting compensatory leave for overtime hours worked. In cases where the Fair Labor Standards Act applies, such leave may be credited to me at the rate of one and one-half hours for each hour of overtime worked. For overtime hours worked during weeks when leave is taken (with or without pay) or when holidays are observed, the agency may opt to use straight time cash payments or hour for hour compensatory leave in accordance with the Rules of the Department of State Civil Service.

I also understand that I will be paid upon separation for any time and one-half compensatory leave earned for overtime as required by the Fair Labor Standards Act. Other straight hour for hour compensatory leave may or may not be paid upon separation in accordance with the applicable State Civil Service Rules and department policy.

Name

Date

LOUISIANA HOUSING FINANCE AGENCY
PERSONNEL POLICY NO. 17
REVISED 12/21/2006
SUBJECT: DRESS CODE POLICY

I. PURPOSE

To set forth basic guidelines for appropriate attire in the work place.

II. POLICY

All employees are expected to dress in a manner which is professional and suitable for a business office and which promotes a positive image of the Agency.

While it is not the purpose of this policy to dictate style and fashion, employees are expected to dress neatly and in good taste and in a manner that does not offend others or cause distraction in the workplace. Clothing that does not completely cover the midsection of the body shall not be appropriate.

No policy can address every possible situation; accordingly, perceived non-compliance with the letter or spirit of this policy will be dealt with on a case-by-case basis by supervisor/managers.

III. RESPONSIBILITIES

A. EMPLOYEES

All LHFA employees (permanent or temporary) shall adhere to the requirements of this policy.

A. EMPLOYEES

Employees are expected to dress appropriately for the activities they will engage in during the day. Casual attire may be worn if appropriate. Business attire will be required if the employee will be meeting with individuals from outside of the Agency. All clothing worn must be neat and whole.

B. SUPERVISORS/MANAGERS

Supervisors/managers are responsible for ensuring that the employees under their supervision comply with the dress code requirements, and they must handle violations and grievances in a fair and consistent manner. When in doubt about a possible violation of the dress code, the supervisor may consult with his/her supervisor/manager or appointing authority for an additional opinion.

IV. INAPPROPRIATE CLOTHING

The following clothing is inappropriate. This list is not all-inclusive. If an employee has any questions regarding the appropriateness of a certain type of clothing, he/she should consult the supervisor/manager.

Footwear – slippers, flip flop “beach style” sandals, Birkenstock or Slacks – Shorts, bib overalls, spandex, lycra or any type of form-fitting pants, leggings, jeans that are tight, excessively worn, faded, or cut-off.

Shirts – T-shirts, tank tops, halter tops, shirts with messages/graphics, low-cut or see-through blouses.

Dresses/skirts – Ultra-short skirts or dresses, skorts, spaghetti-strap dresses, tank dresses, tight spandex or spandex-like dresses.

Sportswear – Jogging suits, wind suits, sweat suits or sweat pants, biking pants or shorts, baseball caps.

Jewelry – Visible jewelry attached directly to the body by means of body piercing or otherwise, with the exception of earrings for female employees.

This prohibition does not include jewelry such as bracelets, necklaces, finger rings, etc., which do not directly attach to the body.

V. VIOLATIONS and ENFORCEMENT

If, in the judgment of the supervisor, an employee is inappropriately dressed, the issue should be addressed with the employee in private. The supervisor/manager should explain what is unacceptable about the employee's attire according to the policy standard and instruct the employee not to wear the outfit to the office in the future.

Disciplinary action may be taken against employees who violate the policy and supervisors/managers who fail to enforce the policy.

VI. EXCEPTIONS

Exceptions to the above policies may be approved by the supervisors for medical reasons or unusual working conditions such as working in a warehouse, extensive moving of files or offices, etc. The Appointing Authority may also approve exceptions to this policy in connection with charitable or other activities.

VIII. QUESTIONS

Questions concerning appropriate dress within the Agency should be directed to your supervisor/manager.

LOUISIANA HOUSING FINANCE AGENCY

POLICY NO. 25

REVISED

SUBJECT: ATTENDANCE, CALL-IN AND TARDINESS POLICY

This policy is intended to ensure that each employee understands his/her responsibility in the area of attendance and to the extent possible, to allow employees more control over his/her working hours while maintaining an effective operation.

1. All employees are to document their arrivals, departures, time and attendance by signing in and out in their respective sections.
2. Each supervisor, manager and administrator shall approve leave for those employees they directly supervise.
3. Each supervisor, manager, and administrator shall ensure that each employee's timesheet accurately reflects his or her attendance and has all supporting documentation regarding leave taken or overtime earned. The supervisor's signature on the timesheet is a certification that it has been reviewed and is in compliance with all rules, regulations and policies.
4. Employees are required to call their manager, and in the absence of their manager, up through the chain of command if they are to be late or absent for work. The employee must speak to someone, leaving a voicemail will not be acceptable. Documentation of the reason for the tardiness or absence may be required.
5. Normal work hours are 8-4:30 PM, Monday thru Friday with ½ hour for lunch. Each section may use flex times where the employees are able to work the following:
 - a. Extend their workday by 30 minutes in order to take a 1-hour lunch.
 - b. Begin their workday at a time no earlier than 6:30 AM and no later than 6:30 PM in order to work their 8 hours. For example, an employee may work from 7:00 AM to 3:30 PM or 9:00 AM to 5:30 PM. Schedules must be set in 30-minute increments on the hour and half-hour.
6. Each section would be responsible to ensure that there is adequate staff to perform its mission and meet deadlines.
7. Schedules must be documented and consistent. An employee may not elect to work an alternate schedule and then change it to a different schedule on a recurring basis.

8. A list of employees and their schedules will be maintained by the section's manager and forwarded to Human Resources for entry into the ISIS system.
9. This policy does not preclude the use of Policy # 41, "Unscheduled Absenteeism Policy" which may be used accordingly.

PERSONNEL POLICY NO. 31

SUBJECT: OPTIONAL PAY ADJUSTMENTS POLICY

I. AUTHORITY:

In accordance with State Civil Service Rule 6.16.2.

II. POLICY:

Effective June 12, 2002, the Louisiana Housing Finance Agency, has implemented this Policy concerning Optional Pay Adjustments. This Policy may not be applied retroactively. In other words, qualifying events must occur on or after June 12, 2002.

III. PURPOSE:

To establish a formal policy that the Agency may reference in granting either base pay or lump sum adjustments to employees in eligible circumstances.

IV. POSTING REQUIREMENTS:

This Policy shall be posted in the administrative office. A listing of all recipients of either base pay or lump sum adjustments shall also be posted annually. An annual report shall be submitted to the Department of State Civil Service, documenting the recipients and the reason for the adjustment.

V. ELIGIBILITY:

All permanent classified employees with at least a "Satisfactory" rating are eligible to participate.

VI. PROCEDURE:

Provided that funding is available, the Agency will consider granting either base pay or lump sum adjustments to eligible employees in the following circumstances:

1. Employees judged by the Appointing Authority to be essential to the Agency, may receive a base pay increase of up to 10% of their annual salary in order to match a written and verified salary offer from a private employer. Eligible employees who are at range

maximum may receive a one-time lump sum payment of up to 10%.

2. The Appointing Authority may grant a pay increase of up to 10% to an employee whose pay is affected by an increase given to other employees in either the same job series or supervisory chain. Such increases will be limited to those cases where a junior employee's pay rate surpasses the pay rate of senior employees. Consideration will only be given in those instances where the implementation of either Civil Service Rule 6.5(b) or 6.5(g) caused the pay discrepancy. Employees at or above the third (3rd) quartile of the range will not be eligible for an increase.
3. The Appointing Authority may grant a base pay increase of up to 10% to an employee who is assigned additional duties on a permanent basis. Such assignment of duties shall be documented in an official position description (Form SF-3), and submitted to the Department of State Civil Service for prior approval. Employees at range maximum, who are assigned additional duties on a permanent basis may receive a one-time lump sum adjustment of up to 10% after the duties are performed. No employee shall be eligible for either a lump sum or base pay increase for additional duties which were compensated according to another Civil Service Rule.
4. The Appointing Authority may grant a base pay increase of up to 10% to a classified state employee in addition to any other compensation granted under Civil Service Rule 6.7, in order to attract said employee into a difficult to recruit for job. This will only apply to those jobs for which an inadequate certificate is issued. The Agency will have made a diligent effort to appoint an applicant at the normal rate of pay. Employees at range maximum may receive a one-time lump sum payment of 10%.

VII. JUSTIFICATION:

All requests for application of the Policy per Civil Service Rule 6.16.2 must be submitted to the Appointing Authority through the Human Resources Office.

VIII. PROVISIONS:

The awarding of either a base pay or lump sum adjustment is dependent upon the availability of funds. As provided under Civil Service Rule 6.16.2, a maximum of 10% may be granted to an individual in a twelve-month period.

An employee who receives an award in the current period under Policy No. 30, "Rewards And Recognition Policy" shall not have that award counted against the maximum amount specified in this Policy.

LOUISIANA HOUSING FINANCE AGENCY

PROJECTED REVENUE AND EXPENSES FOR FY 2007 AND BUDGET FOR FY 2008

	Fiscal '05 Actuals	Fiscal '06 Actuals	FY 06/07 BUDGET	FY 06/07 PROJECTED ACTUALS	FY 07/08 REQUESTED BUDGET	% INCREASE (DECREASE) OVER FY07
Total Human Resources						
Salaries - Regular	\$ 3,017,371	\$ 3,829,983	\$ 5,297,424	\$ 4,232,445	\$ 6,076,184	14.70%
Salaries - Overtime	82,399	129,858	101,773	143,730	191,127	87.80%
Salaries - Termination	226,890	114,414	25,000	62,673	25,000	0.00%
Salaries - Restricted	1,483	64,007	500	4,071	500	0.00%
Salaries - Student Labor	22,332	18,580	47,575	13,978	58,240	22.42%
Board Members Compensation	6,800	6,700	9,231	7,714	9,231	0.00%
State Retirement Contributions	542,829	720,549	1,011,809	846,381	1,160,893	14.73%
FICA plus Medicare Taxes	46,097	60,741	80,452	65,175	92,560	15.05%
Group Insurance Contribution	376,495	522,264	760,213	663,668	838,800	10.34%
Total Human Resources	\$ 4,322,695	\$ 5,467,096	\$ 7,333,977	\$ 6,039,835	\$ 8,452,535	15.25%

By Section

EXECUTIVE	\$ 1,109,482	\$ 1,294,030	\$ 851,803	\$ 826,633	\$ 1,494,812	75.49%
INTERNAL AUDIT	124,265	168,259	227,707	176,363	292,464	28.44%
HR			340,117	333,678	624,282	83.55%
LEGAL			198,237	204,840	440,472	122.19%
LRA/RELIEF COORDINATORS		65,062	493,753	234,272	168,950	(65.78%)
COMPLIANCE	197,894	222,963	313,236	284,302	452,012	44.30%
ACCOUNTING	735,728	771,091	1,260,704	960,443	1,359,238	7.82%
INFORMATION SYSTEM	324,021	481,663	523,690	421,734	569,755	8.80%
HOME	228,708	442,224	647,323	451,074	716,672	10.71%
TAX CREDIT	215,949	330,962	498,255	401,031	540,261	8.43%
SINGLE FAMILY	265,701	265,884	485,677	343,026	476,333	(1.92%)
ENERGY PROGRAMS	305,095	410,866	412,532	506,338	0	(100.00%)
SECTION 8, CONTRACT ADMIN	544,637	647,802	707,310	678,658	934,392	32.10%
SPECIAL PROGRAMS	190,907	271,588	250,893	106,219	260,152	3.69%
BOARD MEMBERS/RETIREEES	80,307	94,703	97,240	111,224	97,240	0.00%
TOTAL	\$ 4,322,695	\$ 5,467,096	\$ 7,308,477	\$ 6,039,835	\$ 8,427,035	15.30%