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HR Handbook Update No. 2015 – 0002

Issue Date: June 10, 2015

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

Subject: Update to HR Handbook Chapter 6

REASON FOR THE UPDATE: To explain recent authority granted to the SCS Director by the SCS Commission for approval of agency premium pay policies for up to \$2.00 an hour.

EFFECTIVE DATE: July 1, 2015

This update is to provide clarification regarding the process for agencies to follow to obtain approval of premium pay policies. Currently, all premium pay policies must be approved by the SCS Commission. At the June 3, 2015, SCS Commission meeting, the Commission delegated to the SCS Director the authority to approve premium pay policies up to \$2.00 an hour, for all hours worked, effective July 1, 2015 to June 30, 2016. Additional information may be found in [General Circular Number 2015-019](#).

Procedures:

[Premium Pay Policy Standards](#) – Updated to reflect that the Commission delegated authority to the SCS Director, effective July 1, 2015 to June 30, 2016 to approve premium pay policies up to \$2.00 an hour. Additionally, this update clarifies the request process that Agencies are expected to follow for the review and approval of premium pay policies.

Rule by Rule Summary:

SCS Rule 6.16(a) – Revised to include information on the Commission’s delegation to the SCS Director as well as specific information on the types of policies that may be considered by the Director for approval.

If you have any questions, please contact your Compensation Consultant at (225) 342-8083.

Sincerely,

Shannon S. Templet
Director