

# Southeastern Louisiana University Human Resources

**EFFECTIVE DATE:** October 8, 2008

**SUBJECT:** Special Entrance Rates for Physical Plant Jobs

**AUTHORIZATION:** John Crain/Interim President  
(Appointing Authority name) (Appointing Authority job title)

**I. POLICY:**

In accordance with authority granted by the Civil Service Commission, it is the policy of the Southeastern Louisiana University to implement a Special Entrance Rate for the following job titles in the Physical Plant.

**II. PURPOSE:**

The purpose of this policy is to provide Southeastern Louisiana University with a tool that allows for competitive pay for recruitment and retention efforts.

**III. APPLICABILITY:**

This policy shall be applicable to all job titles listed below and will apply to the job titles within Southeastern Louisiana University.

**IV. PROCEDURE:**

As of October 8, 2008, individuals hired in positions that are in the following job titles will be hired at the established Special Entrance Rate:

<u>Title</u>	<u>Pay Grade</u>	<u>Current Hourly Minimum</u>	<u>SER</u>
• Carpenter	WS212	12.14	13.80
• Carpenter Master	WS213	12.99	15.99
• Carpenter Foreman	WS215	14.87	20.38
• Concrete Finisher	WS211	11.35	12.12
• Custodian 1	WS202	6.55	6.75
• Custodian 2	WS203	6.61	7.35
• Custodian Supv 1	WS206	8.09	9.01
• Custodian Supv 2	WS207	8.66	11.06
• Electrician	WS212	12.14	14.89
• Electrician Specialist	WS213	12.99	16.88
• Electrician Spec. Foreman	WS216	15.91	20.85
• Helper	WS206	8.09	8.25
• Horticulturalist	WS216	15.91	18.27
• HVAC Ref. Mechanic	WS213	12.99	17.00
• HVAC Cont. Tech	WS213	12.99	17.00
• HVAC Ref Mstr Mech	WS214	13.90	18.00
• HVAC Control Tech Mst	WS215	14.87	19.00
• HVAC Ref. Mech Fore	WS216	15.91	20.00
• HVAC Control Tech For	WS217	17.02	21.00

• Laborer	WS203	6.61	7.28
• Laborer Foreman	WS207	8.66	12.48
• Locksmith Master	WS213	12.99	13.68
• Maintenance Rep. 2	WS212	12.14	12.97
• Maintenance Foreman	WS215	14.87	17.57
• Maintenance Supt. 2	WS217	17.02	20.76
• Mob. Eq. Op 1 – Hvy	WS213	12.99	13.97
• Mob. Eq. Master Mech	WS213	12.99	15.19
• Mob. Eq. Shop Foreman	WS215	14.87	18.23
• Painter	WS212	12.14	12.35
• Painter Master	WS213	12.99	13.44
• Painter Foreman	WS215	14.87	15.62
• Plumber/Pipefitter	WS212	12.14	16.96
• Plumber/Pipefitter Master	WS213	12.99	19.13
• Plumber Foreman	WS215	14.87	22.66
• Roofer	WS211	11.35	12.07
• Welder Master	WS213	12.99	16.00

Effective October 8, 2008, the pay of employees who occupy positions in the job titles listed above whose pay is below the SER will receive an adjustment to the new Special Entrance Rate and may receive a pay adjustment based on the % difference (between the Minimum and the SER) and years of Southeastern service according to the chart listed below. Pay of employees who occupy job titles listed above whose pay is equal to or above the SER may be given a pay adjustment based on the % difference (between the Minimum and the SER) and years of service according to the chart listed below not to exceed the maximum of the pay grade. Employees in positions, where the SER is already in effect who have already received adjustments for years of service will not be given additional adjustments.

1-3 Years	Up to 1%
4-6 Years	Up to 2%
7-9 Years	Up to 3%
10+ Years	Up to 4%

If there is less than a 4% difference, the % adjustment will be divided by 4 and modified based on years of service. Example: If overall % difference is 0.017

1-3 Years	.0042 %
4-6 Years	.0084 %
7-9 Years	.0126 %
10+ Years	.0170 %

How many positions are encompassed by this SER? 157

How many incumbents will be below the SER amount upon implementation? 36

Do you plan a corresponding adjustment for employees above the SER amount? Yes, unless they have already received one. See **Attachment C** for detail.

**V. QUESTIONS:**

Any questions regarding this policy should be directed to Human Resources.

## ADDENDUM

Effective April 2, 2008, Civil Service has approved statewide Flexible Maximum Hire Rates for jobs within the WS Schedule up to the Midpoint.

The following chart reflects:

1. The job code, title and pay level of the jobs affected,
2. The current biweekly minimum of the jobs affected, and
3. The actual hire rate that will be utilized by the Southeastern Louisiana University when filling positions in these jobs from October 8, 2008 forward.

<b>Job Code</b>	<b>Title</b>	<b>Pay Level</b>	<b>Current Hourly Minimum</b>	<b>SER Hourly Hire Rate</b>	<b>SER Annual Rate</b>	<b>Percent Difference in Old and New Rate</b>
127800	Carpenter	WS212	12.14	13.80	28,704	13.68%
128740	Carpenter Master	WS213	12.99	15.99	33,259	23.17%
128710	Carpenter Foreman	WS215	14.87	20.38	42,390	37.05%
128730	Concrete Finisher	WS211	11.35	12.12	25,210	6.8%
100270	Custodian 2	WS203	6.61	7.35	15,288	11.2%
100280	Custodian Supervisor 1	WS206	8.09	9.01	18,741	11.4%
100320	Custodian Supervisor 2	WS207	8.66	11.06	23,005	27.7%
128770	Electrician	WS212	12.14	14.89	30,971	22.7%
155150	Electrician Specialist	WS213	12.99	16.88	35,110	30%
155130	Electrician Spec. Foreman	WS216	15.91	20.85	43,368	31.02%
128930	Helper	WS206	8.09	8.25	17,160	2.0%
115960	Horticulturalist	WS216	15.91	19.22	39,978	20.8%
129040	HVAC Ref. Mech. Foreman	WS216	15.91	16.71	34,757	5.0%
145810	HVAC Controls Tech Fore.	WS217	17.02	17.57	36,546	3.21%
129140	Laborer	WS203	6.61	7.28	15,142	10.1%
129160	Laborer Foreman	WS207	8.66	12.48	25,958	44.1%
129200	Locksmith Master	WS213	12.99	13.68	28,454	5.3%
128640	Maintenance Repairer 2	WS212	12.14	12.97	26,978	6.8%
129230	Maintenance Foreman	WS215	14.87	17.57	36,546	18.2%
130180	Maintenance Supt 2	WS217	17.02	20.76	43,181	21.95%
102860	Mobile Equip. Oper – 1 Hvy	WS213	12.99	13.97	29,058	7.6%
103370	Mobile Eq. Master Mech.	WS213	12.99	15.19	31,595	17%
103400	Mobile Eq. Shop Foreman	WS215	14.87	18.23	37,918	22.6%
130200	Painter	WS212	12.14	12.35	25,688	1.7%
130210	Painter Master	WS213	12.99	13.44	27,955	3.5%
129450	Painter Foreman	WS215	14.87	15.62	32,490	5.05%

129500	Plumber/Pipefitter	WS212	12.14	16.96	35,277	39.7%
146330	Plumber/Pipefitter Master	WS213	12.99	19.13	39,790	47.3%
129510	Plumber/Pipefitter Foreman	WS215	14.87	22.66	47,133	52.4%
129670	Roofer	WS211	11.35	12.07	25,106	6.3%
129850	Welder Master	WS213	12.99	16.00	33,280	23.2%

**The rational business reason for the implementation of the Special Entrance Rate:**

Southeastern has experienced problems with both recruitment and retention since Katrina in August 2005. This has been especially evident in our Physical Plant Department. The University has reviewed turnover, retention statistics, morale issues from dissatisfied employees, and considered prevailing wages as determined by the US Dept of Labor Online Wage Library for Louisiana, specifically Baton Rouge and the surrounding area. Many of the people in our area commute to Baton Rouge to work. East Baton Rouge Parish is the 3<sup>rd</sup> leading parish where our employees reside, following Tangipahoa and St. Tammany, respectively. Furthermore, 18% of the employees in our Physical Plant are eligible to retire. In the past 3 years, we have had 14 employees in the Physical Plant retire. Several of these employees retired to take other jobs in private industry. We also lost good employees who resigned to accept higher paying jobs in private industry. Our recruiting efforts were also hampered by the hiring freeze.

1. **Was any salary data (surveys, newspaper ads, applicants) used? If so, please attach to questionnaire.**
  - a. Prevailing Wage Data for each position reviewed.
  - b. Salary Survey conducted by Southeastern HR Office
  - c. Sample copies of newspaper ads placed by Southeastern
  
2. **Turnover statistics for the previous 3 full years and for 2008 YTD for each affected job title**

Title/Position #	2005		2006		2007		2008		Where to
	# Inc	# Vol Sep	# Inc	#Vol Sep	# Inc	# Vol Sep	# Inc	# Vol Sep	
Carpenter	2	1	2	1	2	1	3	1	100% Private
Carpenter Master	4	0	4	1	4	0	4	0	100% Private
Carpenter Foreman	1	0	1	0	1	0	1	0	
Concrete Finisher					1	0	1	0	
Custodian 1	55	5	55	10	55	3	55	5	60% Private, 40% HDC
Custodian 2	4	0	4	2	4	0	4	0	100% Private
Custodian Supv 1	1	0	2	0	2	0	1	0	1 reallocated
Custodian Supv 2	3	1	3	0	3	0	4	1	100% Private
Electrician	3	0	3	0	3	1	3	0	Death
Electrician Specialist	5	2	5	0	5	1	5	1	100% Private
Electrician Sp. Foreman	1	0	1	0	1	1	1	0	100% Private; Counter Job

									Offer in 2008
Helper	2	0	2	1	2	1	2	0	100% Private
Horticulturalist	6	0	6	0	6	0	6	0	
HVAC Mechanic	10	0	10	3	10	0	11	1	75% Private; 1 death
HVAC Master Mechanic	3	0	3	1	3	0	3	0	100% Private
HVAC Controls Tech	0	0	0	0	1	0	1	1	1 Transfer to LSU
HVAC Refrigeration. Mechanic Foreman	3	1	2	0	2	0	2	0	100% Private
HVAC Control Tech Foreman	1	0	1	0	1	0	1	0	Counter Job Offer in 2006
Laborer	7	1	7	1	7	2	9	0	100% Private
Laborer Foreman	1	0	1	0	1	0	1	0	
Locksmith	1	1							Could not fill; reallocated to MR 2
Locksmith Master	1	0	1	0	1	0	1	0	Counter Job Offer in 2008
Maintenance Repairer 1	9	0	9	1	9	1	9	0	100% Private
Maintenance Repairer 2	9	0	9	0	9	0	11	0	
Maintenance Foreman	2	0	2	0	2	0	2	0	
Maintenance Supt 2	1	0	1	0	1	0	1	0	
Mob. Equipment Op. 1 – Heavy	1	1	1	0	1	1	1	0	100% Private
Mob. Equipment Overhaul Mech	1	0	1	1	1	0	1	0	Transfer to Forestry more pay
Mob. Eq. Master Mechanic	1	0	1	0	1	0	1	0	
Mob Eq. Shop Foreman.	1	0	1	0	1	0	1	0	Counter Job Offer in 7/08
Painter	4	0	4	0	4	0	7	0	2 eligible to retire
Painter Master	3	0	3	0	3	0	3	0	All eligible to retire
Plaster	1	0	1	1	1	0	1	0	Could not fill
Painter Foreman	1	0	1	0	1	0	1	0	45 Yr EE
Plumber/Pipefitter	4	0	4	0	4	1	5	1	2 disability ret.
Plumber/Pipefitter Master	2	0	2	0	2	1	2	0	Retired can't fill
Plumber/Pipefitter Foreman	1	0	1	0	1	0	1	0	
Roofer	1	0	1	0	1	0	1	0	
Welder Master	1	0	1	0	1	0	1	0	

See **Attachment A** for detail turnover information.

3. **What retention rate do you expect to achieve from this SER?** We hope to retain some of our current employees who are eligible for retirement until at least age 60. We hope to retain some of our younger employees who are dissatisfied with their pay so that they do not leave state service for higher paying jobs in private industry or with other agencies who have higher SERs. We hope to be able to recruit a better quality pool of applicants from which to fill our vacant positions. Overall we would like to improve our retention rate to 95% in the Physical Plant.

4. **Please provide the following applicant pool and recruitment data for the affected titles.**

See **Attachment B** for detail applicant pool information.

5. **What attempts have you made to enhance recruiting (ex. ads, job fairs, etc.)?**

1. We have participated in the following job fairs.
  - a. Southeastern Job Fairs
  - b. Civil Service Job Fair
  - c. Job Service Job Fair
2. We have advertised in the Daily Star, Livingston News, Ponchatoula Times, Baton Rouge Advocate, the St. Tammany Banner and the New Orleans Picayune.
3. We have posted our vacancies with the LA Job Service Office – LA Works.
4. We have posted our vacancies on the following websites.
  - a. Southeastern Louisiana University – Human Resources
  - b. Civil Service Job Search Website
  - c. LA Works website

6. **Please list all pay mechanisms already in effect for each job title.**

- a. We have previously used SERs for the following:
  - i. Electrician
  - ii. Horticulturalist
  - iii. HVAC Refrigeration Mechanic
  - iv. HVAC Refrigeration Master Mechanic
  - v. HVAC Refrigeration Mechanic Foreman
  - vi. HVAC Control Technician Foreman
- b. We have used extraordinary qualifications Rule 5.g when applicable.
- c. We have used optional pay for counter job offers to keep good employees.

7. **Is this SER above the pre-approved amount? If yes please complete the chart below.**

No it is not.