

# Louisiana Department of Transportation and Development

## Human Resources Newsletter

### October 2007

**Updated Pay Plan** DOTD's on-line pay plan has been updated with the following new features:

- Additional salary info is now available which includes hourly, bi-weekly, monthly and annual pay rates at all four quartiles of the range
- The Job Specification for each job title can be viewed by clicking on the Civil Service Job Code
- The applicable Pay Grid can be viewed by clicking on the Pay Level

**PPR Process Improvements** Specific, Measurable, Attainable, Relevant, and Timed (SMART) performance expectations have now been placed on our website for rating supervisors to use for employees in these titles:

- Engineering Technician 1, 2, 3 and 4
- Bridge Operator 1 and 2
- Mobile Equipment Operator 1 and 2
- Mobile Equipment Operator - Heavy 1 and 2

## October 2007 Events

<b>October 1</b>	McNeese University Career Fair
<b>October 10</b>	Civil Service Commission Meeting (Claiborne Building)
<b>October 17</b>	Standing Committee on Human Resources (SCHR) meeting (HQ)
<b>October 25</b>	New Employee Orientation (HQ Annex)

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(continued)

## **Personnel Management Unit Update**

**PPR Reminder To Supervisors** Employees who received an overall rating of "Needs Improvement" or "Poor" for the period ending 06/30/07 must be re-rated between October 31-December 30, 2007.

- A copy of the re-rating form must be submitted to the Headquarters HR Section within 30 days of the effective date of the re-rating.
- Should the re-rating result in an overall rating of "Meets Requirements" or better, the employee becomes eligible for his/her merit increase, promotions, or permanent status.
- Employees with a "Needs Improvement" or "Poor" overall official re-rating are ineligible for merit increases, promotions, etc., as described above until they receive a "Meets Requirements" or better overall rating.
- An employee who is not re-rated by December 30, 2007, will be assigned an official rating of "Unrated" (0.00).

## **Employee Administration Unit Update**

**Reminder To Time Administrators** After time is entered for each work week, all timekeepers should run Report ZT27 to determine missing Cost ID information and promptly make required corrections. For guidance on running this report, contact Cecelia Donald, Benefits Supervisor, at (225) 379-1675.

**Considering the Deferred Retirement Option Plan (DROP)?** An employee's age and any possibility of a significant increase in salary should be heavily considered when choosing the Deferred Retirement Option Program (DROP). For individualized consultation, please contact Ellen Catherine, Employee Benefits Analyst, at 225-379-1229 or [ellencatherine@dotd.la.gov](mailto:ellencatherine@dotd.la.gov).