


LETA		POLICY No. 14
Section		EFFECTIVE DATE: 07/01
Subject:	PROMOTIONAL/REALLOCATION PAY	REVIEW:
Source:	Executive Director	REVISION:
		REVISED:

**PURPOSE**

To establish the guidelines of the Louisiana Educational Television Authority (LETA) regarding the Rate of Pay Upon Promotion/Reallocation and Demotion.

**POLICY**

**Rate of Pay Upon Promotion/Reallocation**

It is the policy of LETA to follow Civil Service Rules in granting pay for promotions and reallocations. The rate of pay for promotion/reallocations. The rate of pay for promotion/reallocation for LETA is as follows:

- One GS level increase = 7%*
- Two GS level increase = 10.5%*
- Three GS level increase = 14%*

**Exception:** The appointing authority shall review each promotion/reallocation on an individual basis to determine if it will be implemented at the highest level. If implementation would create a pay range differential (either GS level or monthly salary) among employees in comparable positions in the agency or there would be insufficient funds in the budget to implement at the highest level. In accordance with Civil Service Rule 6.7(c), “Eligibilities gained but not received at the time of promotion may be given prospective at any time within three years from the effective date of the promotion”. This includes promotional pay that is the result of an agency job study.

Adjustments to base pay cannot exceed the maximum of the pay range. Adjustments for promotion/reallocation must increase the incumbent’s pay at least to the minimum of the GS level. Should a promotion/reallocation result in pay inequities between the employee promoted and their supervisor within a department, an Optional Pay Adjustment may be considered as outlined in Policy No. 7.

**RATE OF PAY UPON DEMOTION**

LETA follows the reverse of the rules on promotion regarding pay for **involuntary demotion** (*one GS level decrease=7%, two GS levels decrease = 10.5%, three or more GS level decrease = 14%*).

Typically, voluntary demotions require a 7% pay reduction.

**Exception:** The Appointing Authority may grant an exception to the pay reduction upon demotion rule. Each demotion will be considered on a case-by-case basis. Factors such as length of service past job performance, nature of circumstances relating to the demotion, and other factors may be considered.