

**PREMIUM PAY**

**I. POLICY**

It is the policy of the Department of Conservation and Energy (C&E) to implement Premium Pay, as approved by the State Civil Service Commission, to remain competitive with the pay practices of market competitors for specific jobs. The chart outlining applicable jobs shall be maintained by the Human Resources Division as an addendum to this policy.

**II. PURPOSE**

The purpose of this policy is to ensure competitive pay for recruitment and retention efforts in accordance with [State Civil Service Rule 6.16\(a\)](#).

**III. APPLICABILITY**

This policy is applicable to the job titles listed on the attached addendum inclusive of all Offices of C&E (unless specified otherwise).

**IV. SCOPE**

- A.** Employees must meet the eligibility criteria for which premium pay has been approved in order to receive this additional, non-base pay.
- B.** Human Resources shall put measures in place to monitor continued eligibility for premium pay and shall immediately discontinue such if the employee no longer performs the assigned duties or maintains the licensure required to be eligible. Any unmerited payments of premium pay shall be recovered in accordance with the procedures outlined in HR Policy No. 29, Recoupment of Overpayments.
- C.** This policy is not intended to create any property rights. The Department may re-assess the business need for premium pay and allocation of funding resources at any time and may rescind or change the amount given at any time. Sufficient notice must be provided to the employee and notification must be sent to State Civil Service of any changes in the amount paid.

**V. QUESTIONS**

Questions regarding this policy should be directed to the Human Resources Division.

**VI. REVISION HISTORY**

Date	Action
July 2019	Policy Established
August 2019	Policy Revised
March 1, 2023	Policy Addendum Revised – Auditor Titles Added
May 1, 2023	Policy Addendum Revised – Human Resources Titles Added
June 15, 2023	Policy Addendum Revised – Accountant Titles Added and Petroleum Scientist Titles Updated
March 17, 2025	Policy Addendum Revised – Accountant Titles Removed
February 3, 2026	Policy Addendum Revised – Human Resources Titles Removed

**AUTHORIZATION:**

Signed by: Mark Normand Jr. 1/27/2026

**Mark Normand, Jr., Undersecretary**

**ADDENDUM TO HR POLICY NO. 15: LIST OF PREMIUM PAY**

<b>Eligibility Criteria</b>	<b>Type of Rate</b>	<b>Premium Pay Rates</b>	<b>Eligible Hours</b>	<b>Job Title</b>	<b>Job Code</b>	<b>Pay Level</b>	<b>Effective Date</b>
Classified positions performing permits and mitigation duties in the Office of Coastal Management (OCM)	Up to	0 through 2 years: \$1.00 per hour 3 through 4 years: \$2.00 per hour 5 through 9 years: \$3.00 per hour 10 years +: \$5.00 per hour	Hours Actually Worked	Coastal Resources Scientist 1 Coastal Resources Scientist 2 Coastal Resources Scientist 3 Coastal Resources Scientist 4 Coastal Resources Scientist Staff DCL-A Coastal Resources Scientist Supervisor Coastal Resources Scientist Manager	159020 159030 159040 172230 168250 159050 159060	TS-308 TS-309 TS-311 TS-312 TS-314 TS-314 TS-317	06/06/2007
Petroleum Scientist 1 through Petroleum Scientist Administrator positions occupied by licensed professionals	Up to	Licensed LAPELS Engineer: \$2.00 per hour Licensed LBOPG Geoscientist: \$2.00 per hour	All Hours	Petroleum Scientist 1 Petroleum Scientist 2 Petroleum Scientist 3 Petroleum Scientist Supervisor Petroleum Scientist Manager 1 Petroleum Scientist Manager 2 Petroleum Scientist Administrator	173810 173820 173830 173840 173850 173860 173870	TS-312 TS-314 TS-316 TS-317 TS-319 TS-320 TS-322	06/15/2023
Auditor 1 through Audit Manager positions performing field audit duties within the Office of Mineral Resources (OMR), Mineral Income Division	Up to	\$2.00 per hour	Hours Actually Worked	Auditor 1 Auditor 2 Auditor 3 Auditor 4 Auditor Supervisor Audit Manager	158520 158530 158540 171420 158550 158560	AS-614 AS-615 AS-617 AS-619 AS-620 AS-622	03/01/2023