
UNCLASSIFIED APPOINTEES AND UNCLASSIFIED EMPLOYEES OF C&E – ATTENDANCE, LEAVE USAGE AND COMPENSATION

I. POLICY

It shall be the policy of the Louisiana Department of Conservation and Energy (C&E) to manage attendance, leave, and compensation for unclassified appointees and unclassified employees of C&E in accordance with Executive Order Number JML 24-122 (Rules and Policies on Leave for Unclassified Service), the C&E Compensation Framework, and all applicable laws, regulations, and C&E policies.

II. APPLICABILITY

This policy is applicable to unclassified appointees and unclassified employees of C&E.

III. DEFINITIONS

- A. **Executive Order Number JML 24-122 (Section 2)** contains definitions of terms used in the Order. Those definitions are incorporated herein by reference. *Please note, any subsequent executive order relating to the rules and policies for the unclassified service supersedes this policy.*
- B. **LaGov HCM Human Resources System** – The computer-based integrated human resources and payroll system used by the executive branch departments of the State of Louisiana.
- C. **LEO (Louisiana Employees Online)**: Employee access to time and pay information stored in LaGov HCM.
- D. **“Unclassified appointee”** means a person serving in the unclassified service of the executive branch, as defined in Executive Order JML 24-122, Section 2.Q, who is appointed to serve within the C&E as the Secretary of the Department, as a principal executive officer appointed directly by the Governor or the Secretary, or as a member of the executive staff of the Secretary.
- E. **“Unclassified employee”** means an officer or employee within C&E, as defined in Executive Order JML 24-122, Section 2.R, who serves at the pleasure of the appointing authority and whose position is designated as unclassified in accordance with Civil Service Rule 4.1(c)–(e) and Article X, Section 2 of the Louisiana Constitution.

IV. POLICY PROVISIONS

- A. As required by Executive Order JML 24-122, Section 2.Q, the Secretary shall also identify, in accordance with the definition set forth above, identify their executive staff who are designated as unclassified appointees. As such, C&E shall maintain an Addendum to this Policy that lists all unclassified positions within the Department, including their designation as an unclassified appointee or unclassified employees.
- B. Compensatory leave shall not be earned by any **unclassified appointee**. Unclassified appointees shall not enter requests for compensatory leave in LEO. An unclassified appointee shall be on duty, available to serve, and in contact with his appointing authority throughout the term of appointment except when on leave.
- C. Compensatory leave shall not be routinely earned by any **unclassified employee** and may be authorized only with prior written approval of the Secretary on a limited, case-specific basis, due to an extraordinary and time-sensitive circumstance in which failure to perform such work would result in a material disruption to core departmental operations. Subject to approval of the Commissioner of Administration, the Secretary may authorize payment of wages for accrued

compensatory leave previously earned by an unclassified employee, provided such payment is consistent with applicable law and the availability of funding.

- D. Unclassified appointees and unclassified employees, excluding the C&E Secretary, whether leave-earning or not, shall certify their attendance and leave usage in the LEO system at the end of each pay period, in a timely manner.

Pursuant to Executive Order JML 24-122, Section 3, full-time unclassified appointees and unclassified employees shall certify based on having worked or used appropriate leave for a minimum of eighty (80) hours per pay period, regardless of the daily work schedule required by the LaGov HCM system.

- E. Annual Leave and Sick Leave – Unclassified appointees and unclassified employees shall earn, use, carry over, and receive payment for annual and sick leave in accordance with the provisions outlined in Executive Order JML 24-122, Sections 5 through 14.
- F. Granting Leave – In accordance with Executive Order JML 24-122, Section 4, leave must be requested and approved prior to use, and approval is at the discretion of the unclassified appointee's / unclassified employee's appointing authority (or designee).
- G. Special Leave – Unclassified appointees and unclassified employees serving in a leave-earning position are eligible for special leave (non-chargeable leave) as specified in Executive Order Number JML 24-122, Section 19.
- H. Military Leave – Unclassified appointees and unclassified employees serving in a leave-earning position who are members of the Armed Forces shall be eligible for military leave in accordance with the provisions set forth in Executive Order JML 24-122, Section 20.
- I. Parental Leave – Unclassified appointees and unclassified employees are eligible for parental leave as specified in Executive Order Number JML 24-122, Section 21 and Civil Service Rule 11.36.
- J. Other Leave – Unclassified appointees and unclassified employees are eligible for other types of leave as specified in Executive Order Number JML 24-122, Section 22.
- K. Leave of Absence without Pay – The Secretary may approve a leave of absence without pay for an unclassified appointees and unclassified employees as specified in Executive Order Number JML 24-122, Section 23.
- L. Compensation for unclassified appointees and unclassified employees shall be determined in accordance with Section V, Compensation Framework for Unclassified Service.

V. COMPENSATION FRAMEWORK FOR UNCLASSIFIED SERVICE

To ensure fairness, transparency, and internal equity in compensation, and to mitigate pay compression concerns, the C&E establishes the following compensation framework for all unclassified appointees and unclassified employees.

A. Compensation Levels:

Level 1 – Secretary of Conservation and Energy

Compensation is set by the Governor and/or Legislature. This level is reserved solely for the head of the Department, serving as the chief executive officer with ultimate responsibility for agency performance and direction.

Level 2 – Salary Range: \$145,000 – \$188,000

Applies to unclassified appointees serving as the Department’s principal executive officers or chief legal counsel. Positions at this level provide broad fiduciary and operational leadership across the enterprise, acting as senior advisors and deputies to the Secretary with responsibility for high-level legal, administrative, fiscal, and organizational oversight.

Level 3 – Salary Range: \$135,000 – \$177,000

Applies to senior employees who are leading statutorily created offices, major programs, or regulatory functions. Positions at this level are accountable for statewide outcomes, oversee cross-functional coordination, and represent C&E in engagement with stakeholders, industry, and partner agencies.

Level 4 – Salary Range: \$125,000 – \$166,000

Applies to employees providing division-level leadership. Positions at this level manage significant program areas and resources, ensure compliance with statutory and regulatory requirements, and translate departmental strategy into measurable operational results.

Level 5 – Salary Range: up to \$156,000

Applies to employees providing high-level staff support and advisory capacity. Positions at this level manage sensitive assignments, coordinate critical initiatives, and deliver executive-level analysis and recommendations in direct support of senior leadership.

- B. Salaries Determination** – Salaries must be approved by the Secretary or Undersecretary, with salary determinations consistent with this framework. Any salary established outside of this framework requires the joint approval of both the Secretary and the Undersecretary.
- C. Pay Equity** – Salaries shall be reviewed periodically to ensure alignment with internal equity, labor market competitiveness, and state fiscal conditions. Any modification to the established salary ranges requires the joint approval of both the Secretary and the Undersecretary.
- D. Annual Adjustments** – Unclassified appointees and employees may receive an annual adjustment of up to three percent (3%) of base salary, provided that no adjustment shall cause the employee’s salary to exceed the maximum of the designated range. Annual adjustments require the joint approval of both the Secretary and the Undersecretary.

E. **Secretary’s Discretion** – The Secretary retains discretion to assign an appropriate compensation level to any unclassified appointee and unclassified employee, based on the scope of duties, level of responsibility, and organizational needs.

VI. POSITION CLASSIFICATION ADDENDUM

For purposes of clarity and transparency, C&E shall maintain an Addendum to this Policy that lists all unclassified positions within the Department, including their designation as an unclassified appointee or unclassified employee and their associated compensation level under the C&E Compensation Framework.

- The Addendum shall be updated by the Human Resources Division as positions are created, modified, or abolished.
- The Addendum shall be reviewed at least annually by the Undersecretary to ensure consistency with Executive Order JML 24-122, applicable Civil Service Rules, and this policy.
- The Addendum shall not require formal revision of Policy No. 38; updates shall be approved administratively and maintained as part of the official policy record.

VII. QUESTIONS

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

VIII. REFERENCES

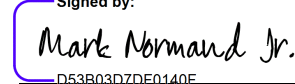
Executive Order Number JML 24-122
 Civil Service Rule 4.1, Sections (c) – (e)
 Civil Service Rule 11.36
 Louisiana Constitution Article X, Section 2

IX. REVISION HISTORY

Date	Action
May 2024	Policy Established
January 2026	Policy Revised – Updated policy name; Update throughout to reflect new executive order JML 24-122; Revised Section III and IV; Added Section V and VI; Added Addendum

AUTHORIZATION:

Signed by:  1/30/2026
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Dustin H. Davidson, Secretary

Signed by:  1/30/2026
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Mark Normand, Jr., Undersecretary

ADDENDUM TO HR POLICY NO. 38: LIST OF APPROVED UNCLASSIFIED POSITIONS

Position No.	Job Title	Office / Division	Comp Level	Appointment Type	Authority
50371	Secretary	Executive Office	1	Unclassified Appointee	Constitutional
50675578	Deputy Secretary	Executive Office	2	Unclassified Appointee	Constitutional
50283	Undersecretary	Administration	2	Unclassified Appointee	SCS Ongoing
50348355	Executive Counsel	Legal Affairs	2	Unclassified Appointee	SCS Ongoing
50690522	Executive Director	Energy	3	Unclassified Appointee	SCS Commission
50690778	Executive Director	Enforcement	3	Unclassified Appointee	SCS Commission
50690779	Executive Director	Permitting and Compliance	3	Unclassified Appointee	SCS Commission
50690518	Executive Director	Louisiana Oil Spill Coordinators Office	3	Unclassified Appointee	SCS Commission
50690519	Executive Director	Office of State Resources	3	Unclassified Appointee	SCS Commission
50690521	Executive Director	Natural Resources Trust Authority	3	Unclassified Appointee	SCS Commission
50690780	Executive Director	Capital Area Groundwater District	3	Unclassified Appointee	SCS Commission
50690524	Director	Administration / Modernization	4	Unclassified Appointee	SCS Commission
50690517	Special Counsel	Legal Affairs	4	Unclassified Appointee	SCS Commission
50691434	Director	State Resources / Water Administration	4	Unclassified Appointee	SCS Commission
50690515	Director	Oilfield Site Restoration	4	Unclassified Appointee	SCS Commission
50692533	Director	Executive Office / Communications	4	Unclassified Appointee	SCS Commission
50692532	Chief of Staff	Permitting and Compliance	4	Unclassified Employee	SCS Commission
50692530	Chief of Staff	Office of State Resources	4	Unclassified Employee	SCS Commission
50690523	Director	State Resources / Resource Analytics	4	Unclassified Employee	SCS Commission
50518789	Confidential Assistant	Executive Office	5	Unclassified Appointee	Constitutional
50494396	Private Secretary	Executive Office	5	Unclassified Employee	SCS Ongoing
50348356	Press Secretary	Executive Office / Communications	5	Unclassified Appointee	SCS Ongoing
50681316	Special Projects Officer	Executive Office	5	Unclassified Appointee	SCS Commission

ADDENDUM TO HR POLICY NO. 38: LIST OF APPROVED UNCLASSIFIED POSITIONS

Position No.	Job Title	Office / Division	Comp Level	Appointment Type	Authority
50690525	Deputy Director	Natural Resources Trust Authority	5	Unclassified Employee	SCS Commission
50690520	Finance Officer	Natural Resources Trust Authority	5	Unclassified Employee	SCS Commission
50684483	Deputy Director	Oilfield Site Restoration	5	Unclassified Employee	SCS Commission