

LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

SECRETARY'S POLICY AND PROCEDURE MEMORANDUM (PPM) NO. 12

SUBJECT: Compliance with Fair Labor Standards Act (FLSA)

EFFECTIVE DATE: January 1, 1987

INSTRUCTIONS: This memorandum supersedes all other memoranda and manuals.

1. PURPOSE

The purpose of this memorandum is to establish a formal policy and applicable procedures regarding compliance with the overtime requirements of the Fair Labor Standards Act (FLSA).

To this end, DOTD's objectives are to operate as follows:

- A. To maintain an FLSA classification system to identify employees as "non-exempt" or "exempt;"
- B. To maintain an aggressive compliance program in terms of recognizing all "working time," as defined by the FLSA;
- C. To utilize the discretion provided to DOTD by Louisiana State Civil Service Rules, by compensating employees with compensatory time (K-time) or pay for overtime worked and requiring employees to use earned compensatory leave prior to annual leave; and
- D. To authorize overtime only when absolutely necessary.

2. DEFINITIONS

A. Work Week

DOTD's official work week is defined as a 7-day week beginning at 12:01 a.m. Monday morning and ending at 12:00 midnight the following Sunday.

B. Hours Worked

- (1) Hours worked is defined as all time during which an employee is required to be on DOTD's premises, on duty, or at a prescribed workplace.
- (2) Working time includes not only time which is specifically required by DOTD, but also work which DOTD "suffers or permits." This is work that DOTD knows (or should have known) was performed by an employee for the benefit of DOTD.

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- (3) All hours worked or absent shall be recorded on official time sheets each pay period. Unofficial or "off the books" accounting of hours is prohibited.

C. Overtime

Overtime is time actually worked by an employee at the direction of and with supervisory approval:

- (1) On an official or designated holiday;
- (2) On a day the office is officially closed;
- (3) In excess of an employee's regularly scheduled work day; or
- (4) In excess of 40 hours during a work week.

D. Exempt/Non-exempt Employees

- (1) All employees are classified as either exempt or non-exempt from FLSA provisions governing overtime compensation. In general, non-exempt employees must be compensated (term refers to either pay or compensatory time) for overtime hours at the time and one-half rate, after 40 hours of actual working time. Under the FLSA, exempt employees do not have to be compensated for overtime work.
- (2) An employee's exemption is based on the work performed by the employee, such as:
 - (a) Serving as an executive (management is the primary duty, supervises two or more employees, and has substantial input into personnel decisions.)
 - (b) Functioning as an administrator (office or non-manual work related to the management or general business operations of the employer and requiring the exercise of discretion and independent judgment);
or
 - (c) Serving as a professional whose work requires advanced knowledge in a field of science or learning and requires exercise of discretion and judgment.

Additionally, an employee who meets one of these exemptions must earn at least \$684/week in order to be considered exempt.

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- (3) Jobs listed on Attachment A are considered non-exempt because the duties performed by incumbents do not meet one of the exemption tests listed above. (2a, b or c)
 - (4) An employee whose job is not listed on Attachment A is considered an exempt employee.
 - (5) In summary, the FLSA only requires time and one-half overtime compensation for non-exempt employees, after the non-exempt employee has actually worked forty hours. DOTD policy, however, more liberal than the FLSA, compensates overtime work by exempt employees with straight K-time.
- E. Compensatory (K) Time – Leave earned in lieu of paid wages at the straight-time or time and one-half rate as compensation for overtime hours worked. Crediting of such leave is based upon a determination of the employee's status as exempt or non-exempt, and also upon the number of hours actually worked throughout the scheduled work period.
- F. Official Work Domicile – The parish in which an employee's primary duty station is located or such other area as may be formally designated by the Appointing Authority.

3. METHODS OF COMPENSATING OVERTIME WORK

A. Compensatory Time

In general, employees who work overtime are compensated with compensatory (K) time. Only non-exempt employees are eligible to earn time and one-half K-time, and only when they are actually on the job for more than 40 hours. If the non-exempt employee has not worked in excess of 40 hours due to any absences (includes holidays and leave taken with or without pay), the non-exempt employee will be credited with straight, hour-for-hour K-time. Exempt employees, when required to work overtime, earn straight K-time only. The minimum amount of K-time earned will not be less than one-quarter hour.

B. Pay

- (1) When work is performed by non-exempt employees on regularly scheduled days off or in emergency situations (defined below), these hours will be paid at the time and one-half rate provided the employee actually works more than forty hours and thereby qualifies for time and one half overtime compensation. If the employee does not qualify for time and one half

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overtime pay, he/she will be paid at the straight rate. Note: Employees have the option however to request compensation in the form of K-time in lieu of cash payment. Such requests must be made in writing as directed by the appropriate District Administrator or Section Head. Additionally, a routine extension of the work day, either before or after work, whether scheduled or unscheduled, is not considered an emergency and is ineligible for overtime pay. In these routine situations, employees will be compensated with K-time, as described above in 3.A.

- (a) Emergency situations include natural emergencies (hurricanes, ice storms, flooding, etc.) and emergency call-outs after the employee has departed his/her assigned place of duty. Emergency call-outs include situations where employees are called out for a signal malfunction, removal of a tree across a road, or other similar circumstances.
 - (b) District Administrators/Section Heads are authorized to declare emergency situations and approve overtime pay for non-exempt employees at the rate for which the employee qualifies under these special circumstances, and must document on time sheets so that authorization for payments is properly recorded.
- (2) When work is performed by exempt employees on regularly scheduled days off, or in emergency situations as defined in 3.B. above, these hours will be compensated with straight K-time. Any request to compensate employees with straight time pay must be approved by the DOTD Undersecretary.
- (3) Holidays
- (a) When work is performed by a non-exempt employee on his/her official or designated holiday, these hours will be paid at the time and one-half rate, provided the employee qualifies for time and one-half overtime compensation on that day. If the employee does not qualify for time and one-half overtime pay, he/she will be paid at the straight rate.
 - (b) When work is performed by an exempt employee on his/her official or designated holiday, these hours will be compensated with straight K-time.
- (4) Any additional requests to pay exempt employees at the straight time rate must be approved by the Undersecretary, Office of Management and Finance. Any requests to compensate (pay or K-time) exempt employees

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at the time and one-half rate must be approved by the DOTD Undersecretary and the State Civil Service Commission. Such requests should therefore be rare.

C. Special Provisions - Official Closures

In accordance with Chapter 21 of the State Civil Service Rules, when the Governor or Commissioner of Administration officially closes certain or all offices of the State, employees who are required to be on emergency duty during the official closure are eligible for overtime compensation (regardless of whether the employee has actually worked more than forty hours) for work performed during such closure. As such situations occur, DOTD's Undersecretary will select, based on the availability of funding, one of the following options for overtime compensation: cash payment at regular rate, compensatory leave earned hour for hour, cash payment at time and one-half rate or compensatory leave earned at time and one-half rate.

4. HANDLING K-TIME BALANCES

A. Non-exempt Employees

- (1) Any overtime hour which causes an employee's time and one-half compensatory leave balance to exceed 240 hours will be paid in cash to the employee. (Payment made on pay day for the payroll period during which excess overtime is earned.)
- (2) With respect to straight K-time balances, a maximum of 360 hours can be carried forward to the next fiscal year; therefore, all straight K-time accrued in excess of 360 hours shall be paid by September 28th of each year.
- (3) Upon separation of employment or transfer to another state agency, non-exempt employees will be paid for all straight and time and one-half K-time balances according to the method of calculation of hourly rate contained in the Fair Labor Standards Act.

B. Exempt Employees

- (1) With respect to straight K-time balances, a maximum of 360 hours can be carried forward to the next fiscal year. Exempt employees may be paid for up to 200 hours of accrued K-time in excess of 360 hours, if funds are available. All straight K-time remaining in excess of 360 hours carried forward to the next fiscal year and 200 hours paid shall be canceled.

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- (2) Upon separation of employment or transfer to another state agency, exempt employees shall only be paid in cash up to 200 hours in accrued straight K-time (in addition to unused annual leave of up to 300 hours, if separating). Additionally, if an exempt employee carries a balance of time and one-half K-time, this balance shall be paid, in its entirety, at the final regular rate received by the employee. The amount of straight K-time paid at separation and K-time already paid in cash during a fiscal year cannot exceed 200 hours in total. All remaining unused straight K-time balance shall be canceled.

5. ADMINISTRATION - RESPONSIBILITIES AND OBLIGATIONS

A. Management

- (1) It is the obligation of DOTD management to ensure that its operations are carried out in compliance with the requirements of the FLSA. It is the duty of DOTD management to exercise control and to see that work is not performed if DOTD does not want it to be performed. Management must be proactive and strive to ensure that each employee is properly compensated for overtime as required by the FLSA, State Civil Service Rules, and applicable DOTD policies and procedures.
- (2) It is DOTD's philosophy to maintain overtime work at a minimum level, recognizing that the demands of a job may at times necessitate overtime.

B. Employee

- (1) Shall obtain prior approval before engaging in working time which would cause DOTD to be liable for overtime under the FLSA.
- (2) Shall be particularly careful to neither begin work prior to normal working hours nor continue work after normal working hours unless prior approval has been granted. Likewise, employees should not work during uncompensated lunch periods unless prior approval has been granted.
- (3) Shall report all overtime hours worked on their time statement. If not pre-approved, all overtime hours worked must have an explanation of the nature of the work performed and business need therefor.

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C. First Line Supervisor

- (1) Shall not allow employees to work before or after their specified work hours or during lunch unless prior approval has been granted by the Section Head or District Administrator.
- (2) May (upon delegation by the appointing authority) authorize overtime work in situations where time is of the essence, where hours are dictated by a contractor (such as in construction inspection), and/or when an emergency situation exists. Emergency situations should be rare, and in most instances, the need for an employee to work overtime should be anticipated in advance.

D. Section Head/District Administrator

- (1) Shall bear ultimate responsibility for approval of overtime.
- (2) Shall be responsible for ensuring compliance with FLSA overtime requirements within their operation.
- (3) Shall consider the following prior to authorizing overtime:
 - (a) The necessity of the overtime, risk/safety of the employee, and the benefits to be derived by DOTD;
 - (b) The expenditure comparison of overnight lodging for extensive travel to and from a work site;
 - (c) The employee's FLSA classification (exempt or non-exempt);
 - (d) The availability of other employees to perform the work which would not entail work in excess of 40 hours during their work week; and
 - (e) The employee's accrued, payable K-time balance.
- (4) Shall encourage and may require employees to use as much payable K-time as workloads permit in order to minimize the agency's financial liability for payment.
- (5) Shall recognize that under the FLSA, employees having accrued balances of payable K-time must, upon their request for leave, be allowed to use that K-time within a "reasonable period" of making the request. DOTD is

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afforded the right, however, to deny such a request in situations where usage will "unduly disrupt" the operations of DOTD, i.e., the approval of such a request would be an action inconsistent with sound business practices. As a general rule, therefore, such requests shall be granted. (Note that in order for the "unduly disrupt" provision to apply, DOTD must be more than "inconvenienced.")

6. REST/BREAK PERIODS

A. Rest/Break Periods

The two 15-minute rest or break periods which DOTD employees are allowed are considered working time. They are counted as hours worked and employees are therefore paid for them. If employees do not take rest/break periods, it is not permissible for employees to "bank" them and attach them to the beginning or ending of the work day, to their meal period, or to leave requests. If rest/break periods are not taken, that time is lost.

B. The Patient Protection and Affordable Care Act

The Patient Protection and Affordable Care Act requires employers subject to the FLSA to provide unpaid reasonable break time for an employee to express breast milk for one year after her child's birth. DOTD supports breastfeeding mothers by accommodating the mother who wishes to express breast milk during her workday. After the child's birth, any employee who is breastfeeding shall be provided reasonable paid break times and a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, to express breast milk for her child. Affected employees and their supervisors may contact the

Employee Relations HR Specialist at Headquarters at (225) 379-1241 or their District Human Resources Analyst for assistance.

C. Meal Periods

Bona fide meal periods, whereby an employee is relieved from duty for at least 30 minutes, are not considered working time. Such time can, however, be converted into compensable working time if the employee is required to work or requests to work during the meal period with the approval of supervisory personnel.

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7. OTHER WORKING TIME

A. Incident Response Outside of Normal Working Hours.

- (1) As a general rule, when an employee is not required to remain on DOTD's premises but must be available and accessible to be contacted by his/her superiors, such time is not compensable and will not result in overtime liability.
- (2) The primary criterion for determining compensability is whether or not the employee can or cannot use his/her time for his own purposes. Even though such employees are required to remain at their home or are required to be available by telephone or other electronic device, if they can carry on their normal activities, then such time is generally considered to be their own time and not compensable.
- (3) Appointing Authorities may maintain a list of the names of employees who can perform required work outside of normal working hours. When there is a need, the supervisor calls the individuals on the list until he/she reaches someone who is available to report to work. Time spent in this call-out status is not considered compensable. If, however, an employee is subjected to a significant number of call-outs and the frequency of such call-outs prevents the employee from using his/her own personal time for normal activities, this time may be considered compensable. If the call-outs are excessive enough for a reasonable person to conclude that the employee is unable to utilize his/her own time during the call-out time, the entire call-out time may be converted to working time. These situations must therefore be reviewed by Appointing Authorities on a case-by-case basis.

B. Travel Time

- (1) As a general rule, normal home-to-work travel is not compensable work time.
- (2) All travel shall be accomplished by using the most direct, usually traveled, and cost-effective route.
- (3) When an employee, after traveling to and from work, is called back to perform work that is not scheduled, the time associated with the extra trip (from the time the employee leaves home until he/she reaches his/her job, and also from the time he/she leaves his/her job until he/she reaches home) is working time and must be compensated accordingly.

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- (4) If an employee works in a fixed location in a particular city and is given a special one-day assignment in another city, the time it takes the employee to go to and return from the other location is compensable to the extent that it exceeds the employee's normal home-to-work travel time.
- (5) Time spent by an employee traveling to numerous job sites or locations is considered working time, but the home-to-work travel time to the first worksite visited during the day and the last worksite back to the employee's home is non-compensable, home-to-work travel time.
- (6) When an employee (exempt or non-exempt) is required to travel overnight away from home, any travel time, by whatever mode, is considered work time; if the travel occurs on a "non-workday" such as a Saturday or Sunday, the travel time is also considered work time.

C. Working Time/Attendance

Generally, time spent by employees in DOTD-required or sponsored lectures, meetings, training programs, and conferences is considered working time and should be coded to the appropriate attendance type on the employee's time sheet ("ZTRN" for training; "ZCON" for conferences). Travel to and from the location of such training/conferences is treated as described in the above (Travel Time) section.

8. DISCIPLINARY ACTIONS

Any failure of DOTD personnel to comply with this policy can result in appropriate disciplinary action, up to and including dismissal.

9. POLICY EXCEPTIONS

All requests for exceptions to this policy must be submitted in writing to the Human Resources Section for review and recommendation to the Secretary or his/her designee. In certain cases, requests must be approved by the Civil Service Commission.



Shawn D. Wilson, Ph.D.
Secretary

Attachment

Revised December 30, 2019

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Attachment A

NON-EXEMPT JOBS – REVISED APRIL 27, 2026

JOB CODE	JOB TITLE	PAY GRADE
136950	ACCOUNTING SPECIALIST 1	AS 609
140470	ACCOUNTING SPECIALIST 2	AS 610
159590	ACCOUNTING SPECIALIST SUPERVISOR	AS 614
139340	ACCOUNTING TECHNICIAN	AS 612
160180	ACCOUNTANT 1	AS 614
139350	ACCOUNTANT 2	AS 615
139370	ACCOUNTANT 3	AS 617
168000	ADMINISTRATIVE ASSISTANT 1	AS 605
168010	ADMINISTRATIVE ASSISTANT 2	AS 607
168020	ADMINISTRATIVE ASSISTANT 3	AS 609
168030	ADMINISTRATIVE ASSISTANT 4	AS 611
168080	ADMINISTRATIVE ASSISTANT 5	AS 613
171200	ADMINISTRATIVE ASSISTANT 6	AS 614
168040	ADMINISTRATIVE COORDINATOR 1	AS 605
168050	ADMINISTRATIVE COORDINATOR 2	AS 607
168060	ADMINISTRATIVE COORDINATOR 3	AS 609
168070	ADMINISTRATIVE COORDINATOR 4	AS 611
170680	ADMINISTRATIVE PROGRAM MANAGER 1	AS-614
168090	ADMINISTRATIVE PROGRAM SPECIALIST – A	AS 613
168100	ADMINISTRATIVE PROGRAM SPECIALIST – B	AS 614
168110	ADMINISTRATIVE PROGRAM SPECIALIST – C	AS 615
167350	ADMINISTRATIVE SUPERVISOR 2	AS 611
158520	AUDITOR 1	AS 614
158530	AUDITOR 2	AS 615
158540	AUDITOR 3	AS 617
128760	BRIDGE AND LOCK OPERATOR 1	WS 209
128680	BRIDGE AND LOCK OPERATOR 2	WS 210
173760	BRIDGE INSPECTOR 1	TS-306
173770	BRIDGE INSPECTOR 2	TS-308
173780	BRIDGE INSPECTOR 3	TS-309
173790	BRIDGE INSPECTOR 4	TS-312
173800	BRIDGE INSPECTOR 5 (QA/QC POSITIONS ONLY)	TS-315

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JOB CODE	JOB TITLE	PAY GRADE
141920	BRIDGE TOLL COLLECTOR	AS 605
153190	BRIDGE TOLL COLLECTOR OPERATOR MANAGER	AS 610
141900	BRIDGE TOLL COLLECTOR SUPERVISOR	AS 608
139690	BUDGET ANALYST 1	AS 612
139700	BUDGET ANALYST 2	AS-613
139730	BUDGET ANALYST 3	AS-615
128700	CARPENTER	WS 212
128710	CARPENTER FOREMAN	WS 215
128740	CARPENTER MASTER	WS 213
170980	COMPLIANCE INSPECTOR 1	AS-609
170990	COMPLIANCE INSPECTOR 2	AS-611
171000	COMPLIANCE INSPECTOR 3	AS-613
176520	CONSTRUCTION INSPECTOR 1	TS-305
176521	CONSTRUCTION INSPECTOR 2	TS-307
176522	CONSTRUCTION INSPECTOR 3	TS-309
176523	CONSTRUCTION INSPECTOR 4	TS-311
176524	CONSTRUCTION INSPECTOR 5	TS-313
176525	CONSTRUCTION INSPECTOR SUPERVISOR	TS-315
160200	CONTRACTS/GRANTS REVIEWER 1	AS 611
160210	CONTRACTS/GRANTS REVIEWER 2	AS 612
166140	CONTRACTS/GRANTS REVIEWER 3	AS 614
100300	CUSTODIAN 1	WS 202
100270	CUSTODIAN 2	WS 203
175910	CUSTODIAN 3	WS-205
175920	CUSTODIAN SUPERVISOR A	WS 207
151980	DISTRICT SIGN SPECIALIST 1	WS 210
151990	DISTRICT SIGN SPECIALIST 2	WS 212
173370	DISTRICT SIGN SPECIALIST LEADER	WS 214
175830	DOTD ENFORCEMENT CADET	PS 108
175840	DOTD ENFORCEMENT AGENT	PS 110
175850	DOTD ENFORCEMENT SENIOR AGENT	PS 111
176504	DOTD ENFORCEMENT CORPORAL	PS 112
175860	DOTD ENFORCEMENT SERGEANT	PS 113
175870	DOTD ENFORCEMENT LIEUTENANT	PS 115
172450	DOTD PROGRAM SPECIALIST 1	AS 612

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JOB CODE	JOB TITLE	PAY GRADE
172460	DOTD PROGRAM SPECIALIST 2	AS 613
172470	DOTD PROGRAM SPECIALIST 3	AS 615
128770	ELECTRICIAN	WS 212
155150	ELECTRICIAN SPECIALIST	WS 213
155130	ELECTRICIAN SPECIALIST FOREMAN	WS 216
155140	ELECTRICIAN SPECIALIST LEADER	WS 215
131740	ELECTRONIC TECHNICIAN	WS 215
132990	ELECTRONIC TECHNICIAN TRAINEE	WS 213
156750	ELECTRONIC TECHNICIAN ADVANCED	WS 216
131750	ELECTRONIC TECHNICIAN SUPERVISOR	WS 218
161000	ENGINEERING TECHNICIAN 1	TS 304
161010	ENGINEERING TECHNICIAN 2	TS 306
161240	ENGINEERING TECHNICIAN 3	TS 308
161250	ENGINEERING TECHNICIAN 4	TS 310
166230	ENGINEERING TECHNICIAN 5	TS 312
166260	ENGINEERING TECHNICIAN CONSULTANT	TS 313
166250	ENGINEERING TECHNICIAN SUPERVISOR	TS 314
141060	ENVIRONMENTAL IMPACT SPECIALIST 1	TS 308
141050	ENVIRONMENTAL IMPACT SPECIALIST 2	TS 309
141740	ENVIRONMENTAL IMPACT SPECIALIST 3	TS 311
128800	EQUIPMENT INSPECTOR	WS 214
172280	FACILITY ASSISTANT MAINTENANCE MANAGER B	WS 218
172240	FACILITY MAINTENANCE MANAGER A	WS-219
172250	FACILITY MAINTENANCE MANAGER B	WS 220
174200	FERRYBOAT DECKHAND 1	WS 209
174210	FERRYBOAT DECKHAND 2	WS 210
174220	FERRYBOAT DECKHAND 3	WS 212
174230	FERRYBOAT OPERATOR 1	WS 213
174240	FERRYBOAT OPERATOR 2	WS 215
174250	FERRYBOAT OPERATOR 3	WS 217
174260	FERRYBOAT OPERATOR SENIOR	WS 219
174270	FERRYBOAT OPERATIONS SUPERVISOR	WS 220
173530	GIS ANALYST 1	TS-308
173540	GIS ANALYST 2	TS-309
131930	GUARD	PS 103
128930	HELPER	WS 206

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JOB CODE	JOB TITLE	PAY GRADE
128940	HIGHWAY FOREMAN 1	WS 215
128950	HIGHWAY FOREMAN 2	WS 216
170800	HUMAN RESOURCES ANALYST A	AS 612
160670	HIGHWAY SIGN & PAVEMENT MARKING SUPERVISOR	WS 217
170810	HUMAN RESOURCES ANALYST B	AS 613
170820	HUMAN RESOURCES ANALYST C	AS 615
173680	ITS TECHNICIAN 1	WS 215
173690	ITS TECHNICIAN 2	WS 216
173700	ITS TECHNICIAN 3	WS 218
176526	LAND TECHNICIAN 1	TS 305
176400	LAND TECHNICIAN 2	TS 307
176410	LAND TECHNICIAN 3	TS-308
176420	LAND TECHNICIAN 4	TS-310
129230	MAINTENANCE FOREMAN	WS 215
128650	MAINTENANCE REPAIRER 1	WS 210
128640	MAINTENANCE REPAIRER 2	WS 212
128630	MAINTENANCE REPAIRER MASTER	WS 213
172300	MAINTENANCE SUPERINTENDENT	WS 217
125860	MANAGEMENT ANALYST 2	AS 614
103360	MECHANIC 1	WS 210
103390	MECHANIC 2	WS 212
103370	MECHANIC 3	WS 213
103380	MECHANIC 4	WS 214
103420	MECHANIC – BODY REPAIRER 1	WS 212
103430	MECHANIC – BODY REPAIRER 2	WS 214
103400	MECHANIC SUPERVISOR A	WS 215
103410	MECHANIC SUPERVISOR B	WS 217
102910	MOBILE EQUIP OPERATOR/LIGHT	WS 206
103460	MOBILE EQUIPMENT OPERATOR 1	WS 209
102860	MOBILE EQUIPMENT OPERATOR 1/HEAVY	WS 213
103440	MOBILE EQUIPMENT OPERATOR 2	WS 210
102890	MOBILE EQUIPMENT OPERATOR 2/HEAVY	WS 214
129430	OPERATING ENGINEER 1	WS 211
129410	OPERATING ENGINEER FOREMAN	WS 215
129420	OPERATING ENGINEER MASTER	WS 213
130200	PAINTER	WS-212
129450	PAINTER FOREMAN	WS 215

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JOB CODE	JOB TITLE	PAY GRADE
130210	PAINTER MASTER	WS 213
165640	PARALEGAL 1	AS 612
113470	PARALEGAL 2	AS 614
134120	PARISH HIGHWAY MAINTENANCE SUPERINTENDENT	WS 217
129500	PLUMBER/PIPEFITTER	WS 212
146330	PLUMBER/PIPEFITTER MASTER	WS 213
126260	POLICY PLANNER 1	AS-613
126270	POLICY PLANNER 2	AS-615
171180	PRINTING MASTER OPERATOR	WS 213
171160	PRINTING OPERATOR 1	WS 210
171170	PRINTING OPERATOR 2	WS 212
174120	PROCUREMENT ANALYST 1	AS 612
174130	PROCUREMENT ANALYST 2	AS 613
174140	PROCUREMENT ANALYST 3	AS 615
174150	PROCUREMENT SPECIALIST	AS 616
116690	PROFESSIONAL CHEMIST 1	TS 308
116700	PROFESSIONAL CHEMIST 2	TS 309
116710	PROFESSIONAL CHEMIST 3	TS 311
171870	PROJECT ANALYST 1	TS 310
171880	PROJECT ANALYST 2	TS 311
164820	PUBLIC INFORMATION OFFICER 1	AS 611
164830	PUBLIC INFORMATION OFFICER 2	AS 613
164840	PUBLIC INFORMATION OFFICER 3	AS 615
168780	RIGHT OF WAY APPRAISER 1	AS 613
168790	RIGHT OF WAY APPRAISER 2	AS 614
168800	RIGHT OF WAY APPRAISER 3	AS 616
168810	RIGHT OF WAY APPRAISER 4	AS 617
167110	RIGHT OF WAY AGENT 1	AS 612
167120	RIGHT OF WAY AGENT 2	AS 613
167130	RIGHT OF WAY AGENT 3	AS 615
167140	RIGHT OF WAY AGENT 4	AS 617
108620	ROADSIDE DEVELOPMENT DISTRICT COORDINATOR	TS 311
152580	ROADSIDE DEVELOPMENT DISTRICT COORDINATOR TRAINEE	TS 310
155460	ROADSIDE DEVELOPMENT HERBICIDE APPLICATOR	WS 213
129730	SHEET METAL FOREMAN	WS 215
146840	SHEET METAL MASTER	WS 213

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JOB CODE	JOB TITLE	PAY GRADE
129740	SHEET METAL WORKER	WS 212
129810	TRADES APPRENTICE	WS 209
160680	TRANSPORTATION OPERATIONS MANAGER	WS 219
164700	TRANSPORTATION PERMITS SPECIALIST 1	AS 607
164690	TRANSPORTATION PERMITS SPECIALIST 2	AS 609
164710	TRANSPORTATION PERMITS SPECIALIST 3	AS 610
133550	TRANSPORTATION PERMITS SUPERVISOR 1	AS 613
133560	TRANSPORTATION PERMITS SUPERVISOR 2	AS 615
129830	WELDER	WS 212
129840	WELDER FOREMAN	WS 215
129850	WELDER MASTER	WS 213

Note: All job classifications of the WAE appointment type are non-exempt.