

# 2019 Market Adjustments – Overview

To maintain market competitiveness, a Market Adjustment salary increase is disbursed annually (pending funding availability) for classified employees at the start of a new fiscal year.

## Who will receive a Market Adjustment increase?

Classified permanent, probationary, and job appointments (WAEs are not eligible) that were employed prior to January 15, 2019, and received a Successful or Exceptional rating on their last official overall PES in July 2018 will receive a compensation increase.

Employees with a current official overall PES of “Needs Improvement/Unsuccessful” or equivalent shall not be granted any increase under Civil Service Rule 6.32(e).

For employees that are detailed from one classified title to another, market adjustments will be determined based on the home position pay and pay level, *not the detailed position pay and pay level*.

## How do I determine my Market Adjustment?

The amount of base pay adjustment an employee will receive is determined by where their bi-weekly rate of pay falls within their established pay range.

- 4% increase – employees with a bi-weekly amount between range minimum and 1<sup>st</sup> quartile
- 3% increase – employees with a bi-weekly amount above 1<sup>st</sup> quartile up to the midpoint
- 2% increase – employees with a bi-weekly amount above midpoint up to the range maximum (employees less than 2% from range max may receive less than 2%)

In order to determine your percentage, you will need your bi-weekly amount before taxes, your pay level and pay schedule. Your Employee Notification Form will provide you with your bi-weekly amount and pay level, and may be accessed in [LEO](#). *My Info>Personal Info>Notification Form*

To find the bi-weekly pay range for your pay level, visit the links below:

- If your pay level begins with AS, please click [here](#) to access the **Administrative Services Pay Schedule**
- If your pay level begins with SS, please click [here](#) to access the **Social Services Pay Schedule**
- If your pay level begins with TS, please click [here](#) to access the **Technical & Skilled Trades Pay Schedule**

### Example A:

- Employee Alvin’s bi-weekly amount is \$1,500 and his pay level is AS-613. His bi-weekly amount falls between the minimum and 1<sup>st</sup> quartile, he will receive a 4% market adjustment.

Pay Level	Minimum	1 <sup>st</sup> Quartile	Midpoint	3 <sup>rd</sup> Quartile	Maximum	Period
AS-613	1,330.40	1,652.60	1,974.80	2,297.00	2,619.20	Bi-weekly

### Example B:

- Employee Amy’s bi-weekly amount is \$2,000 and her pay level is SS-413. Her bi-weekly amount falls between 1<sup>st</sup> quartile and midpoint, she will receive a 3% market adjustment.

Pay Level	Minimum	1 <sup>st</sup> Quartile	Midpoint	3 <sup>rd</sup> Quartile	Maximum	Period
SS-413	1,369.60	1,701.40	2,033.20	2,365.00	2,696.80	Bi-weekly

## How do I calculate my new bi-weekly salary based on my Market Adjustment?

As of July 16<sup>th</sup>, Employee Notification Forms will be updated to include the market adjustment. To calculate your percentage, you will need to put a date prior to July 15, 2019, in the “History Start Date” field and then click “Submit.” Your Employee Notification Form will provide your base pay history as of that date and give you your new bi-weekly (with market adjustment) and your old bi-weekly.

You will take your *prior* bi-weekly amount from your Employee Notification Form and divide it by 80 (total number of hours per pay period) to get your current hourly rate. **Example:** 1,500 bi-weekly / 80 = 18.75 per hour

Then you will take your current hourly rate and multiple it by your Market Adjustment percentage to get your *new* hourly rate. **Example:** 18.75 x 1.04 (4%) = 19.50 per hour

To calculate your new bi-weekly salary, you will take your *new* hourly rate and multiple it by 80.

**Example:** 19.50 x 80 = 1,560 bi-weekly (this should match your current bi-weekly amount)

If you want to calculate your new annual salary, you can either multiple your new hourly rate by 2080 (total number of working hours in a calendar year) or your new bi-weekly by 26 (total number of pay periods in a calendar year).

**Hourly Example:** 19.50 x 2080 = 40,560

**Bi-weekly Example:** 1,560 x 26 = 40,560

### **When will I see the Market Adjustment show up in my paycheck?**

The paycheck deposited on August 2<sup>nd</sup> will be the first paycheck that will include your Market Adjustment.

### **Who can I talk to if I have questions about my Market Adjustment?**

Please email [Christie.Jackson@la.gov](mailto:Christie.Jackson@la.gov) in the LDOE Human Resources office if you have questions or need assistance with determining your market adjustment percentage and/or eligibility.