

STATE OF LOUISIANA
DEPARTMENT OF STATE CIVIL SERVICE
BATON ROUGE, LOUISIANA

July 22, 2009

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General Circular No. 1775

To: Heads of State Agencies and Human Resource Directors

Subject: Increase to Westaff Rates effective July 24, 2009

Issue Date: July 22, 2009

We have authorized an amendment to the contract with Westaff that will increase pay rates for temporary employees provided to the State of Louisiana under contract #406369. This action was taken as the result of the increase in the minimum wage that became effective July 24, 2009. The approved change simply adjusts the Westaff rates so that the same pay relationships will continue to exist between their rates and the new minimum wage.

You may have already received an e-mail notice from Westaff advising you of this change. According to that announcement, the price changes will become effective **Friday, July 24, 2009**. Pay and bill rates should remain constant until **Friday, July 24, 2009** as the line itemized ISIS contract #406369 price changes will not update until that date. For the week ending July 26, 2009, there will need to be two separate time cards for temporary employees processed. The first time card will be for hours worked through July 23, 2009 and will use the current contract rates. The second time card will be for hours worked during the week from July 24, 2009 forward. The second time card will reflect the new rates.

For your convenience, a copy of the Westaff updated pricing schedule is attached.

Thank you for your cooperation during this transitional period. If you have any questions about this matter, you may contact Westaff or Makayla Harris of our staff at (225) 219-9450 or Makayla.Harris@la.gov.

Sincerely,

s/Shannon S. Templet
Director

Westaff Proposed Pricing Schedule						
Due to Federal Mandated Law						
Contract # 406369						
Proposed Hourly Bill Rates for 7/24/09						
Job Category	Area(s) 1,2,3 New Orleans/Baton Rouge/Walker		Area(s) 4, 5 Lafayette/Lake Charles/DeQuincy		Area(s) 6,7,8 Alexandria/Vidalia/ Shreveport/Bossier/ Monroe/Winnfield	
	Pay	Bill	Pay	Bill	Pay	Bill
OFFICE CLERICAL						
General Office Clerk	7.40	9.75	7.40	9.75	7.40	9.75
Clerk Typist	7.90	10.41	7.90	10.41	7.90	10.41
Secretary	8.40	11.07	8.40	11.07	8.40	11.07
Senior Secretary	9.40	12.38	9.40	12.38	9.40	12.38
Executive Secretary	11.40	15.02	11.40	15.02	10.40	13.70
Secretary Specialist	12.40	16.34	12.40	16.34	11.40	15.02
Word Pros Oper	9.90	13.04	9.90	13.04	9.40	12.38
Receptionist	7.40	9.75	7.40	9.75	7.40	9.75
Accounting Clerk	8.90	11.73	8.40	11.07	8.40	11.07
CUSTODIAL						
Custodian	7.90	10.74	7.90	10.74	7.90	10.74
FOOD SERVICE						
Cook Helper	7.40	10.06	7.40	10.06	7.40	10.06
TRADES/MAINT						
Groundskeeper	7.65	10.65	7.65	10.65	7.40	10.30
Carpenter	13.40	19.43	13.40	19.43	13.40	19.43
Painter	13.40	18.66	12.40	17.27	11.40	15.87
Electrician	13.40	18.66	13.40	18.66	13.40	18.66
Plumber	14.40	20.05	14.40	20.05	14.40	20.05
Welder	12.40	17.98	12.40	17.98	11.40	16.53
Plasterer	12.40	17.27	11.40	15.87	11.40	15.87
Bricklayer	12.40	17.27	12.40	17.27	12.40	17.27
HVAC Install.	13.40	18.66	13.40	18.66	11.40	15.87
Operating Engineer	14.40	20.05	14.40	20.05	14.40	20.05
Maintenance Repair	10.90	15.18	10.90	15.18	10.40	14.48
Helper	8.65	12.05	8.65	12.05	8.40	11.70