

The following table summarizes the pay increases received by Ms. Edmonds during the pay freeze.

Sandy Edmonds' Pay Increases (As of December 2, 2011)				
Board	Effective Date	Pay Rate/Hour	New Pay Rate/Hour	Total Increase in Pay
LSBID	7/1/10	\$20.00	\$25.00	\$9,267.86
LALB	1/10/11	\$25.64	\$28.21	\$1,791.21
LALB	11/15/11	\$28.21	\$31.41	\$0.00**
Total				\$11,059.07

**Has not been implemented.

new \$32.67 / hour

Recommendation

The boards should adopt policies and procedures to ensure that employee payments and leave accruals are in strict accordance with state law and applicable executive orders. These policies should require the following:

1. Executive orders are reviewed prior to any employment actions taken by either board.
2. Only eligible employees are allowed to accrue and use leave time.
3. Employees maintain records of time and attendance.
4. Supervisors review and approve employee attendance and leave records.
5. The boards seek repayment for amounts paid which may have violated state law and/or executive orders.

This correspondence is intended primarily for the information and use of management of the boards. I trust this information will assist you in your efforts to comply with Louisiana laws, including the Louisiana Constitution and executive orders. Should you have any questions, please contact me at (225) 339-3839 or Mr. Eric Sloan, Director of Compliance Audit and Advisory Services, at (225) 339-3850.

Sincerely,



Daryl G. Purpera, CPA, CFE
Legislative Auditor

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