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## HOUSING ALLOWANCE FOR OUT-OF-STATE EMPLOYEES

### I. POLICY

The Department of Natural Resources (DNR) recognizes that the Office of Mineral Resources (OMR), Mineral Income Division needs to attract and retain qualified auditors to work and live outside the state of Louisiana. Under Civil Service Rule 6.3.1, DNR provides a fixed, monthly allowance to employees in designated titles within the Field Audit Section of this Division to maintain an equitable method of compensation for Louisiana employees in comparable situations. This practice has been a critical factor in the recruitment and retention of experienced oil and gas royalty auditors.

The Field Audit Section of the OMR Mineral Income Division has royalty auditor positions that work in Baton Rouge, LA, and Houston, TX. Of those positions, the majority of these positions are located in Houston, TX. The work performed by these royalty auditors is unique and often results in higher turnover than other types of auditor positions.

### II. APPLICABILITY

This policy applies to classified, DNR employees within the Field Audit Section of the Office of Mineral Resources, Mineral Income Division that live and perform their duties outside the state of Louisiana.

### III. AUTHORIZATION

The monthly compensation authorized by this policy has been approved by the State Civil Service Commission. Any revision to the compensation structure provided herein must receive approval from the Commission prior to implementation.

### IV. ELIGIBILITY AND COMPENSATION

Housing allowances in the amount of \$678.00 shall be paid bi-weekly to employees upon hire, promotion, or detail into one of the following job titles in the Field Audit Section of the Office of Mineral Resources, Mineral Income Division. Per the U.S. Department of Labor, Consumer Price Index, inflation has risen significantly in recent years. This compensation will provide an allowance for housing and living expenses for those employees outside the state of Louisiana.

Job Title	Eligibility Criteria	Job Code	Pay Level
Auditor 1	Field Audit Section, Mineral Income Division	158520	AS-614
Auditor 2	Field Audit Section, Mineral Income Division	158530	AS-615
Auditor 3	Field Audit Section, Mineral Income Division	158540	AS-617
Auditor 4	Field Audit Section, Mineral Income Division	171420	AS-618
Auditor Supervisor	Field Audit Section, Mineral Income Division	158550	AS-619
Audit Manager	Field Audit Section, Mineral Income Division	158560	AS-621

### V. EXCEPTIONS

Exceptions may be made to the policy depending upon funding availability with prior approval from the State Civil Service Commission.

### VI. QUESTIONS

Questions regarding this policy should be directed to the Undersecretary.

#### AUTHORIZATION:

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Thomas F. Harris, Secretary