



Southeastern Louisiana University Optional Pay Adjustment Policy

Document History

Responsible Administrator: Director of Human Resources

Responsible Office: Human Resources

Approval Date: 7/1/2018

Approved By: President

Latest Revision: 3/13/2019

Purpose of Policy

In accordance with State Civil Service Rule 6.16.2, *Optional Pay Adjustments*, it is the policy of Southeastern Louisiana University that the President or his/her designee (Delegated Appointing Authority) may grant individual pay adjustments to permanent employees for the reasons listed in this policy.

Applicability

This policy applies to all full-time, permanent, classified employees at Southeastern Louisiana University.

Policy Procedure

No employee shall receive more than the maximum amount allowed by State Civil Service Rule 6.16.2 within a fiscal year.

Employees who are at range maximum cannot receive lump sum payments in consecutive years, even if the reasons for the payments are different.

This policy becomes effective upon the date approved by the State Civil Service Commission. Subsequent revisions shall become effective on the date revisions are approved by the State Civil Service Commission.

Provided that funding is available, Southeastern Louisiana University will consider granting optional pay to permanent employees as specified in the following instances:

1. Matching a Job Offer

To provide for the retention of employees deemed essential to the agency.

An employee deemed by the President or his/her designee (Delegated Appointing Authority) to be essential to the agency may receive a base pay increase of up to 10% of the employee's annual base salary to match a written and verified job offer from a private employer, for an unclassified position at another state agency, or a position at a non-state governmental entity.

Employees who are leaving Southeastern to accept another state classified position are not eligible.

Employees at range maximum shall not be eligible for a payment under this provision.

2. Recruitment

To recruit employees into difficult to recruit jobs.

The President or his/her designee (Designated Appointing Authority) may grant a base pay increase of up to 10% to an employee, in addition to any other compensation granted under State Civil Service Rule 6.7, to recruit employees into a position for which recruiting is difficult.

Employees at range maximum shall not be eligible for a payment under this provision.

3. Additional Duties

To provide compensation for employees who perform additional duties.

A. Permanent Additional Duties

The President or his/her designee (Delegated Appointing Authority) may grant a base pay increase or lump sum payment of up to 5% of an employee's base pay to an employee who is assigned additional duties on a permanent basis. Such permanent duties shall be documented on an official position description and processed by State Civil Service within 30 days prior to granting adjustments.

An employee may not receive more than 10% in base pay increases for additional duties within three (3) consecutive years.

B. Temporary Additional Duties

The President or his/her designee (Delegated Appointing Authority) may grant a lump sum payment of up to 5% of an employee's base pay to an employee who is assigned additional duties on a temporary basis. Payment of such a lump sum may be made in one payment at the end of the duration of the duties or may be spread among pay periods for the duration of the assignment not to exceed one year. If the duration of the assignment exceeds one year, a request for payment must be resubmitted to the Appointing Authority for approval.

Employees at range maximum who are assigned permanent or temporary additional duties shall only be eligible for a lump sum payment under this provision.

An employee shall not be eligible for either a lump sum or base pay increase for additional duties if he/she has already been compensated according to another State Civil Service Rule.

Posting/Reporting Requirements


This policy shall be posted in a manner that assures its availability to all employees along with a listing of all employees who receive payments according to this policy.

An annual report shall be submitted to the Department of State Civil Service by July 31st detailing payments made to employees under State Civil Service Rule 6.16.2 during the previous fiscal year ending June 30th.

References

University of Louisiana System Bylaw: Chapter III, Section VII

University of Louisiana System Policies and Procedures memorandum: FS-III.VII.-1



Appointing Authority Signature

3/19/19

Date