



SOUTHEASTERN

L O U I S I A N A U N I V E R S I T Y

Salary/Pay Administration

This policy applies to Unclassified Staff only.

PAY PROCEDURES

Unclassified staff shall be paid bi-weekly on a salary rate basis in accordance with Board of Supervisors for the University of Louisiana System Rules and Regulations.

Maintaining competitive administrative salaries is critical to the effective operation of the state's postsecondary education system. Administrators are expected to successfully lead and manage their systems and institutions to strong levels of performance in teaching, learning, public service, economic development and financial integrity. They must perform these tasks despite financial challenges, high expectations of performance and accountability, and a variety of other complex issues.

The Louisiana Board of Regents has established administrative salary guidelines to ensure that administrative salaries remain competitive yet appropriate to the state's financial realities.

The Louisiana Legislature has provided direction regarding administrative salaries. Act 4 of the 2000 2nd Extraordinary Session, recognizes the power of the college and university management boards to "employ or approve the employment, fix or approve the salaries ... of personnel for the board and the university system..."

SALARY SCHEDULE BASED ON THE MINIMUM EDUCATIONAL ATTAINMENT OF A MASTER DEGREE

A \$1,000 annual salary increment shall be paid to an unclassified employee holding the master's degree who, subsequent to full-time employment at the University, completes all required course work and comprehensive general examinations (i.e. "all but dissertation status") for the terminal degree from a regionally accredited institution in a field appropriate to his/her employment.

An additional \$1,000 annual salary increment shall be paid to an unclassified employee holding "all but dissertation status" upon completion of the doctoral degree from a regionally accredited institution in a field appropriate to his/her employment (i.e., a total of \$2,000 including the amount provided for in the preceding paragraph).

Date of Implementation

Raises in pay because of advanced degrees shall become effective in the semester following the date of receipt of certificate from the proper authority of the institution attended, excluding summer sessions.

EMPLOYMENT STATUS CHANGE

Unclassified personnel whose employment is being changed from a nine-month to a twelve-month basis may be offered a salary consistent with similar positions at the institution or at similar Southern Region Education Board (SREB) institutions. Any employee whose status changes from a twelve month to a nine-month salary basis shall be offered a salary consistent with similar positions at the institution, at similar SREB institutions, or as approved by the Board. This policy applies to administrative position changes only.

TERMINAL LEAVE PAY POLICY

Annual Leave for Unclassified Employees

Upon resignation, death, removal, or other termination of employment of an unclassified employee, annual leave amounting to the same maximum as is provided for members of the classified service of the state by the Civil Service Commission and approved by the Governor, and accrued to his credit shall be computed and the value thereof shall be paid to the employee or the heirs, provided that the annual leave has been accrued under established leave regulations and attendance records have been maintained for the employee by his supervisor. Such pay shall be computed at the employee's base rate of pay at the time of termination.

Sick Leave for All Unclassified Employees

Upon death or retirement of an unclassified employee, sick leave accrued to the employee's credit shall be computed and the value thereof shall be paid to the employee or heirs, provided that the sick leave has been accrued under established leave regulations and a daily attendance record has been maintained for the employee by his supervisor, except that such payment shall not exceed the value of 25 working days computed on the basis of a five-day week and on a four-week per month basis for personnel employed on less than the 12-month employment basis and on the basis of a five-day week and 52-week year for 12-month employees. The rate of pay shall be computed using the base rate the employee is receiving at the time of termination.