



LSU Agricultural Center
POLICY ON OPTIONAL PAY ADJUSTMENTS
FOR CLASSIFIED EMPLOYEES
(under Rule 6.16.2)

Effective July 1, 2004, the LSU Agricultural Center will implement the following policy concerning Civil Service Rule 6.16.2, Optional Pay Adjustments.

Provided that funding is available, the LSU Agricultural Center will consider granting either base pay or lump sum adjustments to permanent employees in the circumstances described below. Requests must be submitted by the unit head, through the HRM Office, for review and approval by the vice chancellor. *This policy is generally intended to address situations which are out of the ordinary.*

1. To provide compensation for the performance of additional duties.

An employee who is assigned significant additional duties on a long-term basis may be granted a base pay increase of up to 5%, or up to 10% for extenuating circumstances with approval of the Civil Service Commission. Such assignment of duties shall be documented in an official position description if appropriate. Employees at range maximum may only receive payment in the form of a one-time lump sum payment. Further, employees may not receive lump-sum payments for additional duties in consecutive years. No employee shall be eligible for either a lump sum or base pay increase for additional duties which were compensated according to another Civil Service Rule. This policy may be used as compensation for additional duties which are out of the ordinary and do not result in reallocation of the position. This policy will not apply to committee assignments, short-term assignments, and duties which are a logical part of the position though exceptions may be made when such duties arise from reorganization and downsizing. This policy may not be used in lieu of valid details to special duty or in lieu of legally required overtime compensation. This policy generally will not be used as compensation for performing the duties of other employees absent on a short-term basis or the duties of vacant positions. Depending on the length and extent of the assignment, a lump sum adjustment may be used in lieu of an adjustment to base pay.

2. To adjust pay differentials between comparable employees when there are special circumstances which warrant adjustment.

A base pay increase of up to 10% may be granted to an employee whose pay is affected by an increase given to other employees in either the same job series or

comparable series or supervisory chain. Such increases usually will be limited to those cases where a junior employee's pay rate surpasses the pay rate of senior employees. This rule is intended to be used to address out of the ordinary situations, not overall compression of classified employees. Employees at range maximum will not be eligible for an increase.

3. *To recruit employees into difficult to recruit for jobs.*

A base pay increase of up to 10% may be granted an employee in addition to any other compensation granted under Rule 6.7 in order to attract the employee into a difficult to recruit for job. This will only apply to those jobs for which an inadequate pool of qualified, suitable applicants is available. A diligent effort must have been made to appoint an applicant at the normal rate of pay. Employees at range maximum may receive a one-time lump sum payment of up to 10%. This rule will generally be used only when special skills are involved, the position is difficult to fill, and/or extensive training is required to perform the duties of the position.

4. *To provide for retention of employees deemed essential to the department.*

Under unusual circumstances, when justification is presented that an employee is essential to the unit because of the possession of special skills or knowledge or because of the presence of special circumstances related to the position, the employee may receive a base pay increase of up to 10% of their annual salary in order to match a verified salary offer from a private employer or a non-Louisiana state classified position where substantial turnover can be documented and shown to be related directly to pay. Employees who are at range maximum may only receive a one-time lump sum payment of up to 10%. Due to cost factors, this provision cannot be used to address routine turnover.

The maximum increase that an employee may receive in a fiscal year is 10%. An employee may not receive more than one increase for the same reason. For example, if an employee receives a 10% increase based on an additional duty assignment, the employee may not receive another 10% increase the following year based on the same duties.

An employee at maximum may not receive a payment under this policy in two consecutive years.

Funds for increases must be provided by the unit.

All requests for application of this rule must be submitted by the unit head to the Human Resource Management Office for review and routing to the Vice Chancellor.

This policy will be posted on the Human Resources intranet. A listing of all employees who receive increases according to this rule shall be posted in the same manner.