



Office of Human Resource Management

OPTIONAL PAY POLICY

Effective: April 2, 2017

POLICY

In accordance with State Civil Service Rule 6.16.2, Optional Pay Adjustments, it is the policy of the Louisiana State University Health Sciences Center New Orleans (LSUHSC-NO) that an appointing authority may, at his/her own discretion, 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 of the LSUHSC-NO.

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

IMPLEMENTATION

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.

PURPOSE

Provided that funding is available, the LSUHSC-NO will consider granting either base pay or lump sum adjustments to employees as specified in the following circumstances:

1. RECRUITMENT

To recruit employees into difficult to recruit jobs.

The Appointing Authority may grant an increase in base pay up to 10% to an employee, in addition to any other compensation granted under Civil Service Rule 6.7, to recruit employees into a position for which recruiting is difficult.

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

provision.

2. COMPRESSION PAY

To adjust pay differentials between comparable employees.

The Appointing Authority may grant a base pay increase of up to 10% of the employee's base pay to reduce pay compression, realign pay between comparable employees, or alleviate supervisor/subordinate pay inversions caused by job and pay plan changes. Sometimes the mechanics of the pay plan and the implementation of various State Civil Service Rules cause the compression of pay rates of employees.

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

3. MATCHING JOB OFFER

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

An employee deemed by the Appointing Authority to be essential to the agency may receive a base pay increase or lump sum payment 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 at range maximum may only receive a one-time lump sum payment of up to 10%.

4. ADDITIONAL DUTIES

To provide compensation for employees who perform additional duties.

Permanent Additional Duties

The Appointing Authority may grant a base pay increase or lump sum payment of up to 7% 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 prior to granting the adjustment.

An employee may not receive more than 15% base pay increases within three consecutive years.

Temporary Additional Duties

The Appointing Authority may grant a lump sum payment of up to 7% 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 for a period 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.

The Appointing Authority may request approval from the State Civil Service Commission for payments over 7%, up to 10% for employees who receive permanent or temporary additional duties. The Optional Pay Questionnaire is required for all Commission requests.

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

All requests for application of this rule must be submitted to the LSUHSC-NO Director of Human Resource Management with a memorandum of justification, including the immediate supervisor's recommendation and the Department Head's approval. All requests must also include the approvals of the Dean/Division Leader's office and the Vice Chancellor for Administration and Finance.

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 31 detailing payments made to employees under State Civil Service Rule 6.16.2 during the previous fiscal year ending June 30th.

APPROVED: 
Appointing Authority
Director Human Resource Management

3-14-2017
Date

Attachment: Optional Pay Adjustment Questionnaire