



Louisiana State University System

3810 West Lakeshore Drive
Baton Rouge, Louisiana 70808

Office of the President

225/578-2111
fax 225/578-5524

January 8, 2009

PERMANENT MEMORANDUM

Subject: PM-69 (Revised with Bylaw and Regulation Attachments)

Reference: Delegation of Authority to Execute Personnel Actions

I. Purpose

To provide for a uniform personnel policy for the LSU System pursuant to the provisions of Art. VII, section 8. D.4.h of the Board Bylaws and the Uniform Personnel Policy of the Board (Section 2-5.1 of the *Regulations* of the Board, hereinafter the "Uniform Personnel Policy"), attached hereto, and to provide for specific and express delegation of authority to execute personnel actions.

This delegation of authority may be amended or revoked at any time.

II. Board Approval

All personnel actions listed in section A of the Uniform Personnel Policy require approval by the Board. Authority to take such actions is not delegated to either the President or the Chancellors.

The threshold annual compensation amounts above which Board approval is required (as provided for in section A.2 of the Uniform Personnel Policy) are as follows:

- A. For faculty positions other than as provided in the next paragraph B, more than \$150,000 total annual compensation.
- B. For faculty positions in the clinical departments of the School of Medicine at the Health Science Centers and for physician positions at the Health Care Services Division, more than \$250,000 total annual compensation; for other faculty positions at these institutions, more than \$150,000 total annual compensation.
- C. For Nursing and Allied Health Professional positions at the Health Science Centers and the Health Care Services Division, more than \$150,000.
- D. For other positions at all campuses and institutions, more than \$125,000 total annual compensation.

As provided for in the Uniform Personnel Policy, the provisions of this subparagraph shall not apply when the compensation funding from non-state sources exceeds 80% of total compensation and the compensation from state sources is less than the applicable threshold amount.



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III. President Approval

The following actions require approval by the President and are not delegated to the Chancellors or equivalents.

- A. All personnel actions specifically requiring approval by the President as set forth in Sections B of the Uniform Personnel Policy.
- B. Any action which would result in an employee having total annual compensation less than the amount requiring Board approval (as provided in Section II above) but greater than the amount shown below for the following categories of employees.
 - 1. For faculty positions at all campuses other than as provided in the next paragraph 2, more than \$100,000 total annual compensation.
 - 2. For faculty, physician and nursing and allied health positions at the Health Science Centers and the Health Care Services Division , more than \$125,000 total annual compensation.
 - 3. For other positions at all institutions, more than \$100,000 total annual compensation.

The provisions of this subparagraph shall not apply when the compensation funding from non-state sources exceeds 80% of total compensation and the compensation from state sources is less than the applicable threshold amount.

- C. Joint appointment of an employee between two or more campuses totaling more than 100% paid effort. Joint appointments involving no more than 100% effort must be approved by the Board, President, or Chancellor or equivalent, based on the total amount of compensation to be paid by all campuses participating in the appointment.
- D. Appointment for a definite term greater than 12 months, **except as provided for in PM-23.**
- E. Additional compensation exceeding the limits established in PM-3.
- F. Incentive pay in accordance with Section VII.F of this Memorandum.
- G. Payment of honoraria or reimbursement for travel expenses in excess of \$10,000.

IV. Delegation of Authority to Chancellors

- A. Authority to make all other personnel actions which are consistent with the Compensation Guidelines set forth in Section VII of this Memorandum and which are not reserved to the Board or the President pursuant to the Board Bylaws, the Uniform Personnel Policy, the *Regulations* of the Board, or the other provisions of this Memorandum has been delegated by the Board to the President, and is **hereby delegated by the President to**

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the Chancellors or equivalents. This delegation may be revoked or amended by the Board or the President at any time.

- B. With approval of the President, and except as provided for herein, each Chancellor or equivalent may further delegate this authority provided for in this section IV. Such delegation must be made in writing with a clear and specific delineation of the extent of such re-delegation. Copies of re-delegations shall be filed with the Chancellor or equivalent, the office of human resource management, and the President, as well as with other campus offices as determined by the Chancellor or equivalent. Any such re-delegation shall not relieve the Chancellor or equivalent of the reporting and other requirements set forth in this Memorandum.

V. Submission Requirements

A. Contents of submission

Recommendations for personnel actions which must be approved by the Board or the President shall be submitted in writing signed by the Chancellor or equivalent. Each recommendation shall include the following information:

1. All information required by Section F of the Uniform Personnel Policy;
2. All information which would be required to be reported by Section VIII.A of this Memorandum;
3. Where the recommended action deviates from the Compensation Guidelines set forth in Section VII of this Memorandum, a specific description of the facts and analysis relied upon to justify the deviation, which shall address each of the relevant factors for that category of personnel action.

B. Timing of submission

Recommendations for personnel actions which must be approved by the Board or by the President shall be submitted in accordance with the deadlines established in Article VII, sections 8.F.1 and 8.F.2 of the Board Bylaws.

VI. Letters of appointment and similar agreements

As provided for in the Uniform Personnel Policy, all letters of appointment, contracts of employment, or other written employment agreements between LSU and any of its employees containing any special provisions not provided for in written general policy, shall either (i) use only the language prescribed for such agreements by the President in a standardized template or form (which is encouraged); or (ii) be approved as to form and legal sufficiency by the System Office of General Counsel prior to being signed.



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VII. Compensation Guidelines

The following Compensation Guidelines shall apply to all personnel actions taken by the campuses and institutions of the LSU System pursuant to the authority delegated by the President herein. Any deviations from these Guidelines must be approved by the President, which authority is not delegated to the Chancellors or equivalent. Delegation by the President of personnel authority, either by Section IV of this Memorandum or otherwise, does not diminish the application of these Guidelines. These Guidelines do not amend, alter or affect the provisions of Sections I– III above.

A. Establishment of salary structure

Each campus or institution (“campus”) shall develop or continue a salary structure based upon a detailed market comparison of key benchmark positions. The salary structure shall meet the following criteria:

1. The salary structure shall be based on average salaries paid for comparable positions by institutions in the appropriate comparison groups. Consideration may also be given to internal comparison groups. Such average salaries will serve as a target average salary except that with written justification, target average salaries may be placed above the market average for certain key or hard-to-recruit-for positions.
2. With respect to faculty positions, the salary structure should reflect labor market variations by academic discipline and rank for the relevant market in which the campus competes for faculty.
3. Factors in determining individual salaries include, but are not limited to, the level of performance including contributions to the University, specific market conditions, position responsibilities, retention issues, length of service, credentials, special expertise, etc.
4. The campus’ structure must include salary parameters, by job group. These may be in the form of salary ranges or other mechanism such as expressing the parameters as a percentage of the average salary. The spread from the lower parameter to the upper parameter (the range) will vary by job group or title but should normally fall between 40 and 70 percent. Any salary for an individual employee which is outside of the campus’ approved parameters for the employee’s job group must be approved by the President as a deviation from these Guidelines, or by the Board, if Board approval is required by some other provision of the Uniform Personal Policy or this Memorandum.
5. Salary parameters should be adjusted periodically to ensure that the salary structure remains reasonably competitive within the available financial resources.
6. The salary structure and any substantive amendments thereto are subject to approval of the President before implementation.



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B. Starting salaries for new employees

1. Starting salaries for new employees should not fall below the lower parameter or above the midpoint of the range between the lower and upper parameters. Offering high starting salaries can create internal salary inequities, salary compression, employee morale problems, and increased salary costs. Salaries of existing employees who are similarly qualified should be considered in setting the new employee's salary. To the extent practical, including availability of resources, internal equity should be maintained.
2. Salary offers above the midpoint of the range may be granted only when justified in writing to the Chancellor based on one or more of the following factors:
 - a. A demonstrated and documented inability to attract an outstanding candidate at a salary below the midpoint;
 - b. Rejection of an offer of employment at the midpoint by the top candidate(s), evidenced in writing; or
 - c. The candidate's experience and demonstrated competencies are substantially beyond the required qualifications of the position, evidenced in writing.
3. Upon approval of the salary structure by the President and receipt by the Chancellor of the information specified in paragraph B.2 above, a starting salary above the midpoint between the lower and upper parameters does not require further approval by the System Office, unless approval by the Board or President is otherwise required by the Bylaws, the *Regulations*, the Uniform Personnel Policy, or Sections II or III of this Memorandum. However, the campus or institution shall promptly report to the President all starting salaries which are above the midpoint.

C. Salaries not to exceed maximum of salary range

Salaries shall not exceed the upper parameter for the position. In rare circumstances, deviations from this rule may be approved by the President (or the Board, where Board approval is required by other provisions of this Memorandum) when specifically justified in writing based on one or more of the following factors:

1. there is a demonstrated and documented inability to attract an outstanding candidate at a salary below that level; or
2. the incumbent's experience, demonstrated competencies and performance are substantially beyond the required qualifications of the position.

D. Annual Review

Each campus should with available resources establish or continue a systematic evaluation process to annually measure each employee's contributions, achievement of established performance goals, professional development, and work group effectiveness during the past year, and to set appropriate goals for the next year.



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E. Salary Increases

Salary increases may be made based only on one or more of the factors listed below. No salary increase shall raise an employee's salary by an amount greater than 15% in any one fiscal year unless approved by the President (or Board, as applicable) based on written justification submitted by the Chancellor or equivalent. Any raises pursuant to a general plan approved by the President (for example, a general plan as a result of a legislative appropriation dedicated to faculty or staff pay raises), shall not require Board or presidential action beyond the approval of the general pay plan; nor shall such a raise be counted towards the 15% limitation.

1. Merit

- a. Merit increases, pursuant to the authority delegated herein, shall be given no more than once each year based on the individual employee's performance, unless approved by the Chancellor based upon written justification and promptly reported to the President.
- b. Merit increases, pursuant to the authority delegated herein, greater than 5% but not more than 15% may be granted only when approved in writing by the Chancellor, based on written justification of one or more of the following factors. **Merit pay raises are not an entitlement, and the 5% reference should not be construed as a norm or default value. Merit pay raises require individual, qualitative evaluation.**
 - i. the individual's performance relative to established performance goals;
 - ii. contributions to the institution;
 - iii. the acquisition of additional skills or competencies that significantly enhance the individual's value to the institution; or
 - iv. other extraordinary specified circumstances.
- c. Employees who have received a merit increase in annual compensation that has been effective six months or less shall not be eligible for a merit increase absent exceptional circumstances demonstrated in writing to the President.

2. Promotion/Reclassification

- a. Promotion/reclassification increases shall be made only when a significant increase in job responsibilities is factually established. The employee's pay should be set within the established salary structure for the new position and duties which shall be justified in writing based on the following factors:
 - i. external market comparisons,
 - ii. internal equity,
 - iii. departmental budget considerations,
 - iv. the knowledge and skills the employee brings to the position, and
 - v. the factually-established increased job responsibilities.

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3. Market
 - a. Market increases shall be made only to prevent or reduce turnover because of market and economic conditions that may affect retention of employees. Market increases must be justified in writing based on the following factors:
 - i. the employee is critical to the accomplishment of the institution's mission,
 - ii. the employee possesses knowledge, skills, and abilities which are clearly identified as difficult to recruit,
 - iii. the employee's expertise is in an area which is documented as having a critical labor market shortage, and
 - iv. local labor market conditions support such an adjustment.
 - b. When a market increase is made, the salary structure for the position should be reviewed and revised to reflect the changing market conditions.
4. Retention
 - a. Retention increases shall be given only when needed to retain a key employee who may be lost to another organization. Retention adjustments must be justified in writing based on the following factors:
 - i. the employee's expertise is critical to the institution's mission,
 - ii. the employee's performance is judged to be exemplary, and
 - iii. there is a significant risk, which must be verified and documented in writing based upon first-hand knowledge, that the employee will leave the institution as a result of a concrete offer or the high probability of a concrete offer of employment at another institution.
5. Internal Equity
 - a. Employees with similar levels of responsibility, work experience, qualifications, and work performance records should have salaries which are reasonably comparable. When previous salary adjustments have resulted in significant disparities between the salaries of comparable employees, equity increases within the established salary range may be made. Such increases shall take into consideration the employee's annual review.
 - b. The written justification for internal equity adjustments must be supported by the following documentation:
 - i. job descriptions of the employee receiving the adjustment and the comparable positions on which the adjustment is based,
 - ii. job qualifications of the employee receiving the adjustment and the comparable employees on which the adjustment is based,
 - iii. average salaries and/or salary structure for the applicable positions,
 - iv. history of difficulty in recruiting or retaining personnel.

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F. Incentive Pay Programs

1. As existing resources allow, each Chancellor or equivalent may propose an Incentive Pay Plan in accordance with the following provisions. All such plans must be approved by the President pursuant to the provisions of Section II.F of this Memorandum.
2. Incentive pay programs provide a performance reward for an employee who achieves previously agreed upon performance goals as part of a performance plan or initial employment agreement. Incentive payments are not part of regular base salary and are unrelated to merit salary adjustments. In targeted areas, each Chancellor or equivalent may recommend to provide incentive pay to certain staff or faculty members who have highly focused and measurable performance goals. All incentive pay arrangements must be recommended by the Chancellor or equivalent in writing and require prior approval of the President (the Chancellor may not delegate this responsibility).
3. The plan proposed to the President for approval must include all of the following:
 - i. Plan eligibility;
 - ii. The fiscal impact of the plan and its source of funds;
 - iii. Detailed plan provisions, including all agreements proposed to be entered with the employees, which must be reviewed by the System Office of General Counsel for legal sufficiency;
 - iv. The manner in which performance rewards will be calculated and distributed;
 - v. The administrative procedures which will be followed to review the operations of the plan and its effectiveness;
 - vi. A schedule for reporting the payments actually made pursuant to the plan to the President, which schedule shall provide for no less than annual reports of all sums paid to each employee pursuant to the plan; and
 - vii. The manner of addressing whether the incentive is eligible for retirement benefits pursuant to state law and University policies, and the manner of establishing such in writing with the individual employee.
4. The plan shall include the names and job titles of each employee who will be eligible to receive incentive payments and the maximum annual amount of incentive pay each employee may receive. After the plan has been approved, any changes to the list of employees participating in the plan shall be submitted for review and approval by the President.



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VIII. Reporting and Record-keeping Requirements

A. Reports by Chancellor

Until comprehensive performance metrics and reporting requirements are approved, the existing reporting processes relating to personnel matters shall remain in force, unless modified by the President. This shall not, however, preclude or discourage the individual campuses from enhancing the quality of reporting prior to development of System-wide standards.

B. Record-keeping

Where the compensation policies set forth in Section VII of this Memorandum require written justification, the required documentation and analysis justifying the personnel action shall be maintained in the campus HR Office and made available to the System Human Resources Office upon request.

IX. Overall Program Evaluation

A. The President or his designee may evaluate the effectiveness of these policies and the overall impact of the institution's investment in compensation. Any such evaluation may include, but is not limited to, a review the following factors:

1. Compliance with this PM
2. The overall administration of the compensation program
3. How effectively campus administrators are managing their compensation resources
4. How closely salary expenditure levels are tied to the strategic aims of each campus
5. How well employees understand and support overall compensation goals and pay setting processes
6. The impact of the non-financial elements of the total rewards strategy (leadership, career advancement, etc.) on the overall recruitment, retention and reward strategy

B. When the President or his designee conducts such an evaluation, the results of the evaluation shall be reported to the Board.

X. Compensation Goals

Consistent with the policies set forth in this Memorandum, the LSU System acknowledges as a goal to work toward a flexible and contemporary compensation program designed to address the diverse and evolving needs of the System, its faculty and staff. Such a compensation program:

- A. Is designed to attract, retain, and reward people who are committed to the University's goals and values and who are capable of making (or, if currently employed, already making) significant contributions;
- B. Provides compensation consistent with a person's contribution to the institution;
- C. Is reasonably related to relevant external markets and the availability of institutional resources;

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- D. Allocates compensation in a fair and equitable manner based on contribution, job content, and the complexity of the work;
- E. Is tailored to support the unique mission, strategic aims, and institutional goals of each campus;
- F. Includes safeguards to engender confidence that pay-setting decisions are fair, consistent, and promote the academic enterprise;
- G. Is supported by a performance management system that is reasonably linked to rewards, career development, promotion, and retention.

XI. Miscellaneous

- A. Except as otherwise specifically provided, this Memorandum shall not apply to personnel actions relating to employees governed by the laws and rules promulgated by the Department of State Civil Service affecting the Classified Service.
- B. All references to an annual period refer to the fiscal year of the LSU System unless the context indicates otherwise.
- C. Nothing herein shall be construed to alter or amend the Bylaws or **Regulations** of the Board of Supervisors.
- D. Nothing herein shall be construed to alter, amend, or in any way affect PM-11 or the policies and procedures set forth therein, which are required by La. R.S. 42:1123(9)(b).
- E. Nothing herein creates any rights, procedural or substantive, in employees, prospective employees or other persons.

John V. Lombardi, President



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ATTACHMENT to PM-69: Regulations of the LSU Board of Supervisors

Uniform Personnel Policy of the LSU Board of Supervisors

Section 2-5.1. Uniform Personnel Policy of the LSU Board of Supervisors. Except as otherwise provided in the Bylaws, and notwithstanding any other provisions of these *Regulations*, all personnel actions made by any campus or institution of the LSU System shall be made in accordance with the following provisions, as amplified by a Permanent Memorandum issued by the President.

A. Personnel Actions Requiring Board Approval

The following personnel actions shall require approval by the Board of Supervisors:

1. Appointment of and compensation for the President, System Vice Presidents, all chancellors or equivalents, and all positions of dean or equivalent and above, including amendments to or extensions of appointment agreements and increases or decreases in compensation.
2. Any action which would result in an employee having total annual compensation exceeding \$125,000 (from all sources, both public and authorized private), provided that the President may by Permanent Memorandum establish a higher Board-approval threshold not to exceed \$250,000 for specified categories of employees, taking into account the competitive salary range in particular fields or disciplines. Upon establishing a higher Board-approval threshold, the President shall not delegate approval authority for compensation exceeding \$125,000. Board approval shall not be required when the compensation funding from non-state sources exceeds 80% of total compensation and the compensation from state sources is less than \$125,000.
3. Educational leave and sabbatical leave in excess of three months during any twelve month period.
4. Termination of tenured faculty.
5. Head coach and athletic director contracts and amendments thereto, provided that the President shall have the authority to approve any non-substantial amendments.
6. Leave without pay for one year or more or special leave with any pay or benefits for thirty days or more within any twelve month period.
7. Retrospective compensation of any type, which will be authorized only (i) in exceptional circumstances (when justified by the campus or institution in writing or as incidental to an approved general pay plan) or (ii) when, due to excusable neglect, the effective date of the proposed appointment, pay increase, or other personnel action is no more than 60 days prior to the Board meeting or 30 days prior to the previous Board meeting, when more than one month has elapsed since such previous Board meeting.
8. Termination of the President, all chancellors or equivalents, and all positions of dean or equivalent or above, unless otherwise provided in the appointment documents.

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9. Either appointment or making any change in status which would result in the employee gaining indeterminate tenure or "rolling tenure" (i.e., rolling term).
10. Promotion in faculty rank.
11. Appointment to any designated chair or professorship
12. Conferring *emeritus* status on any person with less than ten years of service to the university or with titles other than professor.
13. Awarding any honorary degree.
14. Paying any salary supplement to an LSU employee from Board-authorized affiliated foundation funds.

B. Personnel Actions Requiring Presidential Approval

The following personnel actions shall require approval by the President, which authority may not be further delegated:

1. Pay raises of any type in excess of 15% in any one year to any faculty or unclassified personnel.
2. The creation of any new position.
3. Filling any faculty position made vacant because of lay-off or furlough pursuant to a Board-approved plan addressing institutional change or exigency.
4. Any action which would allow for a delay in review for tenure beyond the period of time established by LSU policy or in the employee's appointment letter.
5. Conferring *emeritus* titles not required to be approved by the Board.
6. Appointment for more than one year of any person who is to receive during employment by LSU any retirement benefits from any Louisiana public employee retirement system or plan.
7. Converting a filled classified position to an unclassified position, approval of which will only be granted if justified by the following factors:
 - (i) The employee must have a baccalaureate degree or sufficient professional experience to substitute for the degree, and
 - (ii) The duties of the unclassified position must require advanced learning acquired by a prolonged course of specialized, intellectual training.
8. General pay plans, including across-the-board pay raises which are granted to all or substantially all of the employees of a campus or institution.
9. Any other personnel action which the President determines should be reviewed at the System level. Such determinations may be made individually or be established for the System as a whole, for individual campuses or institutions, or for classes of employees either across the System or at specific campuses or institutions.

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C. Personnel Actions which may be delegated by the President

Authority to take all other personnel actions is hereby delegated by the Board to the President, who may further delegate such authority, by a Permanent Memorandum, as he deems to be in the best interests of LSU, provided such actions are taken in accordance with the requirements for form, and reporting set forth in sections D and E of this policy.

D. Form of Letters of Appointment and Similar Agreements

All letters of appointment, contracts of employment, or other written employment agreements between LSU and any of its employees containing any special provisions not provided for in written general policy, shall either (i) use only the language prescribed for such agreements by the President in a standardized template or form (which is encouraged); or (ii) be approved as to form and legal sufficiency by the System Office of General Counsel prior to being signed.

E. Reporting

All personnel actions shall be reported to the President and the Board in a format prescribed by the President after consultation with the Board.

F. Submission of Actions for Approval by the Board or President

Any submission for approval by the Board or President shall be made in accordance with the deadlines established in Art. VII, sec. 8.F of the Bylaws. All such submissions shall include the following information:

1. All sources of compensation;
2. The nature of the appointment;
3. All proposed letters of employment, contracts of employment, or other written employment agreements pertaining to compensation or benefits; and
4. Any additional information required by the President.

G. Emergency Action by President

When circumstances require action on a personnel matter that would otherwise require approval of the Board involving faculty or an academic administrator of the rank of Vice Chancellor or below and, through no neglect of the campus, the matter cannot timely be presented to the Board, the President may take such final action. A report of the action, along with justification and a description of the circumstances shall be sent to the Board within ten (10) calendar days of the President's approval.



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H. Miscellaneous

1. For purposes of this policy and the Permanent Memorandum to be issued by the President, "compensation" includes all income covered on any check issued (or electronic transmittal) by Louisiana State University for any compensation purposes as well as all income from other sources, including affiliated foundations, paid as compensation for work done on behalf of LSU or pursuant to the employment agreement with LSU. This includes any income paid pursuant to any faculty group practice plan or program. It does not include royalty, licensing, or other payments made pursuant to LSU's intellectual property policies.
2. Nothing herein shall be construed to alter, amend, or in any way affect PM-11 or the policies and procedures set forth therein, which are required by La. R.S. 42:1123(9)(b).
3. In the event of any conflict between the provisions of this Section 2-5.1 and any other provisions of the *Regulations* of the Board of Supervisors or any Permanent Memorandum, the provisions of this Section 2-5.1 shall control.
4. Nothing herein creates any rights, procedural or substantive, in employees, prospective employees, or other persons.



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Provisions of Art. VII, Section 8 of Board Bylaws Applicable to Personnel Matters

D. Significant Board Matters Requiring Approval by the Board

The following matters shall require approval by the Board. No such matter shall be undertaken or approved by or for any campus or the System without prior review by the President and appropriate System staff and formal approval by the Board.

* * *

4. Matters related to personnel:

- a. Educational leave and sabbatical leave in excess of three months during any twelve-month period.
- b. Termination of tenured faculty.
- c. Head coach and athletic director contracts and amendments thereto, provided that the President shall have the authority to approve any non-substantial amendments.
- d. Conferring emeritus titles and all honorary degrees.
- e. Leave without pay for one year or more or special leave with any pay or benefits for thirty days or more within any twelve month period.
- f. Retrospective compensation of any type.
- g. Appointment of and compensation for the President, all chancellors or equivalents, and all positions above that of dean or equivalent.
- h. Upon approval by the Board of a uniform personnel policy, the President shall have authority to approve all actions taken in conformity with such policy, except as otherwise provided herein and in that policy. The President shall report all actions taken pursuant to this authority to the Board, not less than semi-annually. Such reports, as well as any reports required by the uniform personnel policy approved by the Board, shall include, for each position for which presidential (or presidential-delegated) action was taken, the following information: (i) all sources of compensation; (ii) the nature of the appointment; and (iii) all proposed employment contracts, letters of appointment, and other compensation or special benefits-related agreements. Additional reports may be provided for in the approved uniform personnel policy. Until a uniform personnel policy is approved by the Board, the existing provisions of Art. VII of the Bylaws relating to personnel matters (effective Dec. 9, 2005) shall remain in force.

Except as specifically provided in the uniform personnel policy approved by the Board, Board approval is not required for personnel actions which are governed by the laws and rules promulgated by the Department of State Civil Service affecting the Classified Service.

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The President, the Chair, and the Chair-Elect shall review senior System staff compensation on an annual basis.

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F. Deadlines for submission of proposals

1. Except as provided below, all proposals for Significant Board Matters shall be submitted to the System office no less than 30 days prior to the scheduled meeting date of the Board or Executive Committee at which action is requested. In exceptional circumstances, which should be rare, the Chair, in consultation with the Chair-Elect and the President, may authorize a later submission of a Significant Board Matter, but in no event should such submission, including all information required by subsection E, be made less than 5 business days prior to the meeting of the Board or Executive Committee, or such other period of time necessary to allow appropriate review, whichever is greater.
2. Except as provided below, all proposals for matters which may be approved by the President without Board action shall be submitted to the System office no less than 20 days prior to the date by which approval is needed. In exceptional circumstances, the President may, upon written justification, authorize in writing later submission of a matter which may be approved by the President. In exceptional circumstances when a later submission is requested, all information required by subsection E must be submitted to, and received by, the President at least 3 business days prior to the date by which approval is needed.