

# University of Louisiana at Lafayette

## Optional Pay Adjustment Policy

### POLICY

Under the authority of Civil Service Rule 6.16.2, the University's Appointing Authority or his/her designee (Delegated Appointing Authority) may grant base pay or lump sum adjustments to **permanent classified employees** in the following circumstances:

#### **To Retain an Essential Employee:**

- When the loss of an essential employee would be detrimental to the University, the Appointing Authority or his/her designee (Delegated Appointing Authority) may grant the employee a base pay increase of up to 10% of the employee's annual salary in order to compete with a salary offer from a private employer.
- The offer should be verified by the Human Resources Office.
- Employees who are at the range maximum may receive a one-time lump sum payment of up to 10% of the employee's annual salary.
- Employees who are leaving the University to accept another state classified position are not eligible.

#### **To Recruit into a Difficult Position to Fill:**

- The Appointing Authority or his/her designee (Delegated Appointing Authority) may grant a base pay increase of up to 10% to a classified state employee in order to attract said employee into a difficult to recruit for position.
- Employees at the range maximum may receive a one-time lump sum payment of up to 10% of the base pay.

#### **To Adjust Pay Differentials Between Comparable Employees:**

- The Appointing Authority or his/her designee (Delegated Appointing Authority) may grant a base pay increase of up to 10% to an employee(s) whose pay is affected by implementation of various Civil Service rules which cause pay compression among employees, (i.e. 6.5b, 6.5g), mechanics of the pay plan, implementation of a structure adjustment, an increase given to other employees, the pay of new employees, or a discrepancy caused by other reasons, in either the same job series or supervisory chain.
- When considering this request based on a disparate pay situation, departments should take into account the length of service of the employee(s), the proximity of the position (s) and what effect granting the increase will have on other employees within the department.
- The Appointing Authority believes special circumstances warrant an adjustment.
- Employees at range maximum are not eligible.

**To Provide Compensation for Employees Who Perform Additional Duties:**

- The Appointing Authority or his/her designee (Delegated Appointing Authority) may grant a base pay increase of up to **\*10%** to an employee who is assigned additional duties on a permanent basis. Such permanent duties shall be documented on an official position description form (SF3).
- Employees at range maximum who are assigned additional permanent duties may receive a one-time lump sum of up to **\*10%**.
- Employees who are assigned additional duties on a temporary basis may receive a lump sum of up to **\*10%** of their base pay for such duties. Payment of such a lump sum 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 or his/her designee (Delegated Appointing Authority) for approval.
- Employees at range maximum who are assigned additional temporary duties may receive a one-time lump sum payment of up to **\*10%** of their base pay. Such payment may be made at any time during the period the duties are being performed.
- 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. *(For example, if they are performing additional duties and are compensated through the Civil Service Rule for “detailed special duty,” they are not eligible to also receive additional pay through this policy. – No “double dipping” allowed.)*
- The Appointing Authority may approve pay increases for employees with a level of work of administrator or higher.
- All adjustments made under delegated authority must be submitted to Civil Service’s Compensation Division for review, using the Optional Pay Report Form within 30 days after the date an employee was granted an adjustment. Additionally, all reports of permanent base-pay adjustments must be accompanied by an updated Position Description Form (SF3) clearly detailing the additional duties.
- ***\*NOTE: Pay increases up to 7% may be approved by the appointing authority. Any pay increases of more than 7% MUST be approved by the Civil Service Commission.***

**Implementation of any of the above optional pay adjustments is contingent upon the following conditions/criteria:**

1. Funding being available and verified by the Vice-President for Administration and Finance.
2. The cumulative maximum increase an employee may receive under any of these optional pay provisions is 10% of the employee’s annual salary in a fiscal year.
3. All requests for application of this rule must be submitted in writing with justification by the employee’s supervisor and be processed through the appropriate supervisory channels for review and approval up through the Appointing Authority or his/her designee (Delegated Appointed Authority).

4. This policy shall be posted, the recipients will be posted, and the agency will annually report to Civil Service the usage of this policy.
5. No payments will be made until final approval is granted by the Appointing Authority or his/her designee (Delegated Appointing Authority).

Revised May 2011