



STATE OF LOUISIANA

AGENCY NAME

OPTIONAL PAY ADJUSTMENT POLICY

Effective: DATE OF SCS COMMISSION MEETING

POLICY

In accordance with State Civil Service Rule 6.16.2, *Optional Pay Adjustments*, it is the policy of the AGENCY NAME 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 AGENCY NAME.

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 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 AGENCY NAME will consider granting either base pay or lump sum adjustments to employees as specified in the following circumstances:

I. **MATCHING A JOB OFFER**

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

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%.

II. COMPRESSION PAY

To adjust pay differentials between comparable employees.

The Appointing Authority may grant a base pay increase of up to 10% to an employee to reduce pay compression, realign pay between comparable employees or alleviate supervisor/subordinate pay inversions caused by job and pay plan changes.

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

III. RECRUITMENT

To recruit employees into difficult to recruit jobs.

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

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

IV. ADDITIONAL DUTIES

To provide compensation for employees who perform additional duties.

A. 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% in base pay increases for additional duties within three (3) consecutive years.

B. 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 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

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.

Appointing Authority Name & Official Job Title

Date

SAMPLE