

### Classified Optional Pay Request Form

In accordance with State Civil Service rule 6.16.2, Optional Pay Adjustments, it is the policy of Louisiana State University to consider granting optional pay adjustments for the recruitment and retention of employees. The policy applies to all full-time, permanent, classified employees of Louisiana State University. No employee shall receive more than the maximum amount allowed by State Civil Service rules within a fiscal year. Employees at range maximum shall not be eligible for a payment under this provision.

Specify what type of pay adjustment and percent increase is requested. In addition, submit the indicated supporting documentation.

**Permanent Additional Duties** - *To provide compensation for those with permanent additional duties.*

Base pay increase of up to 5% may be granted to an employee who is assigned additional duties on a permanent basis. Such permanent duties shall be documented on an [official position description \(SF3\)](#) and processed by State Civil Service within 30 days prior to granting the adjustment. An employee may not receive more than 10% in base pay increases for additional duties within three consecutive years.

- ✓ Provide an updated SF3 and indicate what has changed within the job duties.

**Temporary Additional Duties** - *To provide compensation for those with temporary additional duties.*

Lump sum payments up to 5% 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.

- ✓ Provide descriptions of temporary duties and how it is outside of the employee's current job duties.
- ✓ Run "Time For Period Detail" report to attach actual hours worked for time period being paid.

**Compression/Equity** - *To reduce pay compression*

Base pay increase of up to 10% may be granted to an employee to reduce pay compression. Pay compressions may occur when managers/supervisors are paid at a rate lower than those that they supervise.

- ✓ Provide the work relationship with whom the inequity is identified, years of experience and hourly rate of both employees.

**Matching a Job Offer** - *To provide for the retention of employees deemed essential to LSU*

Base pay increase of up to 10% may be granted to an employee to match a written and verified job offer from a private employer, for an unclassified position from another state agency, or a position at a non-state governmental entity.

- ✓ Submit the written and verified job offer from employer with this request.

**Recruitment** - *To recruit employees into difficult-to-recruit jobs.*

Base pay increase of up to 10%, may be granted to recruit employees into difficult-to-recruit jobs, in addition to any other compensation granted under State Civil Service Rule 6.7, to recruit employees into a position for which recruitment is difficult.

- ✓ Provide recruitment data to show the difficulty in recruiting the job.