


PROCEDURE MANUAL

 <p>LOUISIANA DELTA COMMUNITY COLLEGE</p>	Procedure HR_204		
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	Last Revision Date: 3/16/17		
	Effective Date: April 2, 2017		
Section		Subject	Optional Pay Adjustment Policy

OPTIONAL PAY ADJUSTMENT POLICY

Purpose and Scope

This establishes the policy and procedure through which Louisiana Delta Community College grants pay adjustments to permanent classified employees for retention of an employee, adjust for pay differentials, to compensate employees for performing additional duties or to recruit employees.

Applicable Civil Service Rule

Rule 6.16.2 Optional Pay Adjustments

Subject to the provision of Rule 6.16.2, The Chancellor may grant base pay or lump sum adjustments to permanent classified employees under the following circumstances:

1. To Retain an Essential Employee

When the loss of an essential employee would be detrimental to the College, a base pay or lump sum increase of up to ten percent (10%) of the employee's annual salary may be granted in order to match a written and verified salary offer from a private employer, an unclassified position in state service in another state agency, or a position at a non-state governmental entity. Employees who are at range maximum may receive a one-time lump sum payment only up to ten percent (10%) of the employee's annual salary. Employees who are leaving Delta to accept another state classified position are not eligible.

2. To Recruit into a Difficult Position to Fill

When it is necessary to recruit a classified permanent state employee into a job that is difficult to recruit for, a base pay increase of up to ten percent (10%) of the base salary may be granted. This increase may be granted in addition to any other compensation granted under Civil Service Rule 6.7. Employees at range maximum are not eligible for an increase under this provision.

3. To Adjust Pay Differentials Between Comparable Employees

A base pay increase of up to ten percent (10%) may be granted to an employee whose pay is affected by an increase given to other employees in either the same job series or supervisory chain. Such increases will be limited to those cases where a junior employee's pay rate surpasses the pay rate of senior employees. Consideration will only be given in those instances where the implementation of either Civil Service Rule 6.5(b) or 6.5(g) caused the pay discrepancy. Employees at range maximum are not eligible for an increase under this provision.

4. To Provide Compensation for Employees Who Perform Additional Duties

A base pay or lump sum increase of up to seven percent (7%) may be granted to an employee who is assigned additional duties on permanent basis. Such permanent duties shall be documented on an official position description form prior to granting the adjustment. Employees at range maximum who are assigned additional permanent duties may receive a one-time lump sum of up to seven percent (7%) of their base pay for such duties.

Employees who are assigned additional duties for a limited time period may receive a lump sum of up to seven (7%) of their base pay for such duties. If the duration of the assignment exceeds one year, a request for payment must be resubmitted to the Chancellor for approval. Employees at range maximum who are assigned additional temporary duties may receive a one-time lump sum payment of up to seven percent (7%) of their base pay. 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.

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.

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

An employee may not receive more than fifteen percent (15%) in base pay increase for additional duties within three (3) consecutive years.

College Policy

This policy becomes effective upon the date approved by the Civil Service Commission. Subsequent revisions shall become effective on the date the revisions are approved by the Civil Service Commission.

Implementation of any of the above Optional Pay Adjustments is contingent upon the following conditions/criteria:

1. The additional duties assigned should require that the employee possess new skills or competencies.
2. Funding must be available and verified by the Chief Financial Officer.
3. No employee shall receive more than the maximum amount approved by Civil Service within a fiscal year. The cumulative maximum increase an employee may receive under any of the optional pay provisions is ten percent (10%) of the employee's annual salary in a fiscal year (July 1 to June 30). Employees who are at range maximum cannot receive a lump sum increase in consecutive years even if the reasons for the adjustment are different.
4. All requests for application of this rule must be submitted in writing via memorandum with justification by the employee's supervisor.
5. No payments will be made until final approval is granted by the Chancellor.
6. This policy shall be posted at Delta Community College's human resources office as well as the Employee Personnel Manual. A listing of employees who receive increases according to this rule shall be posted in the same manner.
7. 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.

**OPTIONAL PAY ADJUSTMENT QUESTIONNAIRE
FOR ADDITIONAL DUTIES**

Employee Name:

Job Title:

Pay Level/Range:

Department:

Agency/Division:

Percent Adjustment Requested:

Type of Adjustment: Lump Sum, Temporary or Base Pay

Effective Date:

1. What are the additional duties?
2. Has the job description been updated?
3. Were any duties removed to facilitate this new duty? If so, which ones?
4. Is(Are) the duty(ies) permanent or temporary?
5. What percentage of time are the additional duties allocated?
6. Would you consider the duties to be lower, higher, or the same level as the duties performed in the current job? This answer may include an assessment from the employee's manager, but must include HR's assessment if a delegated agency.
7. Does this result in some savings for the agency? If so, how? What are the projected dollar savings?

8. Will the employee have to learn new skills and/or competencies? If so, please explain.
9. If this request is for an adjustment of over 5%, what is your rational business reason for requesting a higher amount?
10. Has the employee received an Optional Pay increase before? If so, please list dates and reasons.
11. If the employee is not an Administrator, has the agency made all allowable payments under the agency policy?