PURPOSE

To establish the policy and procedure through which the University of New Orleans would consider salary increases for classified Civil Service employees.

AUTHORITY

Civil Service Rule 6.16.2 Optional Pay Adjustments

GENERAL POLICY

Provided that funding is available, and subject to the provisions of Rule 6.16.2, the appointing authority the University of New Orleans will consider granting either base pay or lump sum adjustments to employees in the following circumstances:

To Retain an Essential Employee: When the loss of an essential employee would be detrimental to the University, the President or his/her designee (Delegated Appointing Authority) may grant the employee a base pay increase of up to maximum allowed by Civil Service in order to match a written and verified salary offer from a private employer, an unclassified position at another agency in State Service, or a position at a non-state governmental entity. Employees who are at range maximum may receive a one-time lump sum payment only. Employees who are leaving the University of New Orleans to accept another state classified position are not eligible.

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, the President or his/her designee (Delegated Appointing Authority) may grant a base pay increase of up to maximum allowed by Civil Service. This increase may be granted in addition to any other compensation granted under Civil Service Rule 6.7. Employees at range maximum may receive a one-time lump sum payment only.
**To Adjust Pay Differentials Between Comparable Employees:** The President or his/her designee (Delegated Appointing Authority) may grant a base pay increase of up to the maximum allowed by Civil Service guidelines to an employee(s) 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.

**To Provide Compensation for Employees Who Perform Additional Duties:** The President or his/her designee (Delegated Appointed Authority) may grant a base pay increase of up to the maximum allowed by Civil Service 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 the maximum allowed by Civil Service. Employees who are assigned additional duties for a limited time period may receive a lump sum of up to the maximum allowed by Civil Service. 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 President 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 the maximum allowed by Civil Service guidelines of their base pay. Such payment may be made at any time during the period the duties are being performed.

In order to give an increase more than the maximum allowed by Civil Service guidelines for additional duties whether permanent or temporary, a rational business reason must be presented to the Civil Service Commission for their approval. The Commission must also approve any payments for additional duties for employees with a level of work designation of Administrator or higher on the official Civil Service job specification.

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. In order to be eligible for payment, the additional duties assigned should require that the employee possess new skills or competencies.

An Optional Pay Adjustment Questionnaire for Additional Duties must be completed for all requests for payment for permanent or temporary additional duties.

All payments for additional duties made under delegated authority must be reported to the Department of State Civil Service on the Optional Pay Review Form within 30 days of the date of the award. For permanent base-pay adjustments, this form is to be accompanied by an updated SF3 detailing the additional duties. This report is in addition to existing annual reporting requirements.

All requests for application of this rule must be submitted to the President or his/her designee (Delegated Appointed Authority) with a memorandum of justification.

No employee shall receive more than the maximum amount approved by Civil Service within a fiscal year.
This policy shall be posted in the Office of Human Resource Management at the University of New Orleans as well as the departmental website. A listing of all employees who receive increases according to this Rule shall also be posted in the Office of Human Resource Management at the University of New Orleans.

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