



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

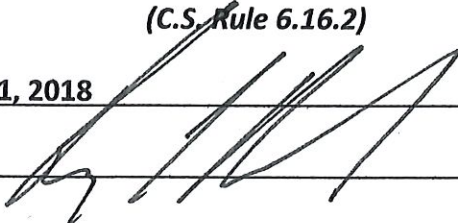
J.S. CLARK ADMINISTRATION BUILDING
4TH FLOOR
BATON ROUGE, LOUISIANA 70813

OFFICE OF THE
PRESIDENT- CHANCELLOR
(225) 771-4680

FAX NUMBER
(225) 771-5522

OPTIONAL PAY ADJUSTMENT POLICY (C.S. Rule 6.16.2)

Effective: July 11, 2018

Appointing Authority Signature: 

SCS Approval: _____

POLICY

In accordance with State Civil Service Rule 6.16.2, Optional Pay Adjustments, it is the policy of the Southern University and A&M College System to consider granting optional pay adjustments for the recruitment and retention of employees.

APPLICABILITY

This policy applies to all full-time permanent, classified employees of the Southern University and A&M College System (to include Southern University-Baton Rouge, Southern University Law Center, Southern University Agricultural Research and Extension Center, Southern University-New Orleans and Southern University-Shreveport).

No employee shall receive more than the maximum amount allowed by State Civil Service Rule 6.16.2 within a fiscal year.

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 Southern University and A&M College System will consider granting optional pay to permanent employees 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 of up to 10% of the employee's 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.

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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 5% 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 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 (3) consecutive years.

B. Temporary Additional Duties

The Appointing Authority may grant a lump sum payment of 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.

Employees at range maximum who are assigned 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.

Employees who are at range maximum cannot receive lump sum payments in consecutive years, even if the reasons for the payments are different.

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.



STATE CIVIL SERVICE

SOUTHERN UNIVERSITY
HUMAN RESOURCES

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Byron P. Decoteau, Jr., Director

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Baton Rouge, LA 70804-9111
225.342.8274

scsinfo@la.gov
civilservice.la.gov

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AND A & M COLLEGE SYSTEM

July 19, 2018

Ray Belton, President-Chancellor
Southern University and A & M College System
P.O. Box 10400
Baton Rouge, LA 70813

Dear Mr. Belton:

This is to advise that at its general business meeting held on Wednesday, July 11, 2018, the State Civil Service Commission granted the request of Southern University and A & M College System to amend its Optional Pay policy in accordance with State Civil Service Rule 6.16.2. Approval was granted with an effective date of July 11, 2018.

If you have any questions, please feel free to contact Lisette Zaunbrecher, Compensation Division Consultant at (225) 342-8269.

Sincerely,

Byron P. Decoteau, Jr.
Director

CO:BD:mcm ⁽³¹⁾

cc: ✓ Kretrice Chisley, HR Specialist

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HUMAN RESOURCES
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