

INTERNAL POLICY AND PROCEDURE

TITLE: Optional Pay Adjustments for Classified Service Employees

EFFECTIVE DATE: July 1, 2018

CANCELLATION: BAA-L04 (dated 4-5-17)

DIVISION: BUSINESS AND ADMINISTRATIVE AFFAIRS (BAA)

CATEGORY: Human Resources (Civil Service Employment)

RESPONSIBLE DEPARTMENT: Human Resources (L)

PROCEDURES & SPECIFIC INFORMATION

1. **Policy**

In accordance with State [Civil Service Rule 6.16.2, *Optional Pay Adjustments*](#), it is the policy of Delgado Community College to consider granting optional pay adjustments for the recruitment and retention of employees.

2. **Applicability**

This policy applies to all full-time permanent, classified employees of the College. No employee shall receive more than the maximum amount allowed by State Civil Service Rule 6.16.2 within a fiscal year.

3. **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.

4. **Purpose**

Provided that funding is available, Delgado Community College will consider granting optional pay to permanent employees in the following circumstances:

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

An employee deemed by the Appointing Authority to be essential to the College 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.

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

B. Compression Pay

The Appointing Authority may grant a base pay increase of up to 10% to an employee to reduce pay compression.

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

Salary compression may occur when managers/supervisors are paid at a rate lower than those that they supervise. It is perfectly logical that a 20-year employee in a staff level position will have a higher salary than a supervisor with just seven years of service/experience. However, if the supervisor has 20 years of service/experience and makes less than the subordinate with 7 years of service, the College may want to give an increase to the supervisor.

Salary compression may also be caused when there is only an insignificant difference in pay between employees in the same job series, despite significant differences in merit factors such as:

- length of total state service
- time in current job series
- skills and experience
- education/credentials
- performance

This often happens when the current employee pay has not kept up with increases in the market pay rate resulting in a situation in which new hires are hired at levels similar to employees who have been with the state for many years. Merit factors should always be taken in to consideration and only employees at the College should be compared.

If the College is planning to pay a large group of employees, give compression to the same employee in multiple fiscal years, or would like to address something the College feels is compression specifically not listed above, the College's compensation consultant is contacted prior to making payment.

When entering compression payments in LaGov, agencies should maintain text about the employee, the comparable employee(s), reason for the payment, and any merit factors used to determine that the compression payment is justified. Non-LaGov agencies should keep this information on file.

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

The Appointing Authority may grant a base pay increase of up to 10%, 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.

D. **Additional Duties** - *To provide compensation for employees who perform additional duties.*

(1) *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.

(2) *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.

5. **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, Optional Pay Adjustment](#), during the previous fiscal year ending June 30th.

Reference: [Civil Service Rule 6.16.2, Optional Pay Adjustment](#)
 Delgado Policy and Procedures Memorandum HR-2130.1,
 ["Civil Service Appointing Authority, Certification and Internal Control"](#)
Review: Submitted to Civil Service Commission 5/22/18
Approval: Civil Service Commission Approval 5/23/18
 Delgado Appointing Authority Approval 5/23/18