



INTERNAL POLICY AND PROCEDURE

TITLE: Optional Pay Adjustments for Classified Service Employees
EFFECTIVE DATE: December 13, 2006
CANCELLATION: None
DIVISION: BUSINESS AND ADMINISTRATIVE AFFAIRS (BAA)
CATEGORY: Human Resources (Civil Service Employment)
RESPONSIBLE DEPARTMENT: Human Resources (L)

PROCEDURES & SPECIFIC INFORMATION

1. **Purpose**

To establish procedures for providing optional pay adjustments for qualified classified service employees in accordance with Civil Service Rule 6.16.2, *Optional Pay Adjustment*.

2. **Applicability**

All increases granted according to this policy and Civil Service Rule 6.16.2 will be restricted to full-time permanent classified employees of Delgado Community College.

All increases above 5% for additional duties must receive approval from the Civil Service Commission before implementation.

All payments for additional duties for employees whose level of work on their Civil Service Job Description is administrator or higher must be approved by the Civil Service Commission before implementation.

3. **Implementation**

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.

4. Provisions

Provided that funding is available, Delgado Community College will consider granting either base pay or lump sum adjustments to employees in the following circumstances:

A. *To provide for the retention of employees deemed essential to the College.*

Employees judged by the Appointing Authority to be essential to the College may receive a base pay increase of up to the maximum amount allowed by Civil Service in order to match a written and verified salary offer from a private employer, an unclassified position in State Service, or a position at a non-state governmental entity. Employees who are at the range maximum may receive a one-time lump sum payment only.

B. *To adjust pay differentials between comparable employees.*

The Appointing Authority may grant a base pay increase of up to the maximum amount allowed by Civil Service 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 compression caused by those instances where the implementation of either Civil Service Rule 6.5(b), *Special Entrance Rates*, 6.5(g), *Extraordinary Qualifications/Credentials*, the implementation of a structure adjustment, or similar circumstance caused the pay discrepancy. Employees at range maximum will not be eligible for an increase.

C. *To recruit employees with difficult-to-recruit jobs.*

The Appointing Authority may grant a base pay increase of up to the maximum allowed by Civil Service to a classified State employee in addition to any other compensation granted under Civil Service Rule 6.7, *Rate of Pay Upon Promotion*, in order to attract said employee into a difficult to recruit for job. Employees at range maximum may receive a one-time lump sum payment only.

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

The Appointing Authority may grant a base pay increase 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. Employees at range maximum who are assigned additional permanent duties may receive a one-time lump sum of up to 5%. The Appointing Authority may request approval from the Civil Service Commission for payments over 5% for employees who are assigned additional duties on a permanent basis.

The Appointing Authority may request approval from the Civil Service Commission for payments up to 10% for employees with a level of work of administrator or higher on their Civil Service Job Description who receive permanent additional duties.

Employees who are assigned additional duties for a limited period may receive a lump sum of up to 5% of their base pay for such duties. Payment of such a lump sum may be made in one payment at the end of 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 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 5% of their base pay. Payment of the lump sum may be made either 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. The Appointing Authority may request approval from the Civil Service Commission for payments over 5% for employees who are assigned temporary additional duties.

The Appointing Authority may request approval from the Civil Service Commission for payments up to 10% for employees with a level of work of administrator or higher on their Civil Service Job Description who receive temporary additional duties.

No employee shall be eligible for either 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 (Attachment A) must be completed for all requests for payment for permanent or temporary additional duties.

5. Procedures

All requests for application of this rule must be submitted to the Appointing Authority with a memorandum of justification.

No employee shall receive more than the maximum amount approved by Civil Service within a fiscal year.

6. Policy Posting

This policy shall be posted by the Delgado Community College Human Resources Office on the Delgado web site. A listing of all employees who receive increases according to Civil Service Rule 6.16.2 Optional Pay Adjustment shall be posted in the same manner.

Attachment:

Optional Pay Adjustment Questionnaire for Additional Duties

Reference:

Delgado Policy and Procedures Memorandum HR-2130.1, ["Civil Service Appointing Authority, Certification and Internal Control"](#)

Review Process:

Director, Human Resources 11/7/06

Business & Administrative Affairs Council 11/16/06

Approval:

Vice Chancellor for Business and Administrative Affairs 11/16/06

Civil Service Commission Acceptance 2/7/07

**OPTIONAL PAY ADJUSTMENT QUESTIONNAIRE FOR
ADDITIONAL DUTIES**

Employee Name:

Job Title *(if the employee is on detail, please include both the detail position and the home position):*

Level of Work on Job Specification:

Pay Level/Range:

Department:

Agency/Division:

Employee Number:

Employee's Salary:

Percent Adjustment Requested:

Type of Adjustment: *(Lump Sum, Temporary or Base Pay)*

Effective Date: *(Normally the effective date should be the date of the Commission meeting.)*

Requested 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 Human Resources' 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. Many jobs evolve over time, due to procedural differences and technology changes, mostly. For example, secretaries have historically produced correspondence for their bosses. As recently as fifteen years ago, this was mostly done with a typewriter. Today, however, typewriters are essentially obsolete. A secretary is still a secretary, regardless of the method used to produce correspondence. With that example in mind, how are these duties different from a natural evolution of the job?
10. If this request is for an adjustment of over 5%, what is your rational business reason for requesting a higher amount?
11. If this request is for an employee who is an administrator or higher, please describe how these duties are outside of the scope of the position.
12. Has the employee received an Optional Pay increase before? If so, please list dates and reasons.
13. If the employee is not an Administrator, has the agency made all allowable payments under the agency policy?