

INTERNAL POLICY AND PROCEDURE

TITLE: Optional Pay Adjustments for Classified Service Employees

EFFECTIVE DATE: April 2, 2017

CANCELLATION: BAA-L04 (dated 12/13/06)

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 the recruitment and retention of qualified classified service employees in accordance with [Civil Service Rule 6.16.2, *Optional Pay Adjustments*](#).

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.

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

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

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. MATCHING a JOB OFFER - *To provide for the retention of employees deemed essential to the College.*

Employees deemed by the Appointing Authority to be essential to the College may receive a base pay increase or lump sum payment of up to 10% of the employee's annual 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 the range maximum may receive a one-time lump sum payment of up to 10%.

B. COMPRESSION PAY - *To adjust pay differentials between comparable employees.*

The Appointing Authority may grant a base pay increase of up to 10% to an employee to reduce compression, realign pay between comparable employees, or alleviate supervisor/subordinate pay inversions caused by job and pay plan changes.

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

C. RECRUITMENT - *To recruit employees with 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 [Civil Service Rule 6.7, Rate of Pay upon Promotion](#), to recruit employees into positions 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 7% 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 Civil service prior to granting the adjustment.

An employee may not receive more than 15% base pay increases within three (3) consecutive years.

2. Temporary Additional Duties

The Appointing Authority may grant a lump sum payment of up to 7% 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.

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

Employees at range maximum who are assigned permanent or temporary 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.

5. Procedures

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

6. Posting/Reporting Requirements

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.

The Appointing Authority will submit an annual report 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.

- Attachment:* [Optional Pay Adjustment Questionnaire for Additional Duties](#)
- Reference:* [Civil Service Rule 6.16.2, Optional Pay Adjustment](#)
[Civil Service Rule 6.7, Rate of Pay upon Promotion](#)
Delgado Policy and Procedures Memorandum HR-2130.1,
["Civil Service Appointing Authority, Certification and Internal Control"](#)
- Review:* Ad Hoc Committee on Optional Pay Adjustments Policy 3/6/17
Assistant Vice Chancellor for Human Resources 3/6/17
- Approval:* Civil Service Acceptance for Submission to Commission 3/15/17
Delgado Appointing Authority Approval 3/16/17
Civil Service Commission Approval 4/5/17