



## Document History

Responsible Administrator: Dir Human Resources  
Responsible Office: Human Resources  
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## Optional Pay Adjustment Policy

### Purpose of Policy

In accordance with State Civil Service Rule 6.16.2, Optional Pay Adjustment is the policy of Southeastern Louisiana University that the President or his/her designee (Delegated Appointing Authority) may grant individual pay adjustments to permanent employees for the reasons listed in this policy.

### Applicability

This policy applies to all full-time, permanent, classified employees at Southeastern Louisiana University.

### Policy Procedure

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

Commission.

Provided that funding is available, Southeastern Louisiana University will consider granting optional pay to permanent employees as specified in the following instances:

1. Matching a Job Offer

To provide for the retention of employees deemed essential to the agency.

An employee deemed by the President or his/her designee (Delegated Appointing Authority) to be essential to the agency may receive a base pay increase 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 nonstate governmental entity.

Employees who are leaving Southeastern to accept another state classified position are not eligible.

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

2. Recruitment

To recruit employees into difficult to recruit jobs.

The President or his/her designee (Designated Appointing Authority) may grant a base pay increase of up to 10% to an employee, 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.

### 3. Additional Duties