



## PERMANENT MEMORANDUM 69 PERSONNEL ACTION APPROVAL POLICY

Monitoring Unit: Office of the President  
Initially Issued: December 13, 1999  
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### I. PURPOSE

To provide for a uniform personnel policy for the LSU System and to provide for specific and express delegation of authority to execute personnel actions. This delegation of authority may be amended or revoked at any time.

### II. BOARD APPROVAL

Per Article VII. Section 1. L of the Bylaws and Article II. Section 5 of the Regulations of the Board, the personnel actions listed below require approval by the Board. Authority to take such actions is not delegated to either the President or the Chancellors.

- A. Appointments, salary increases greater than 4%, salary decreases, and terminations of Chancellors and System Officers (as defined by the Bylaws, Rules, and Regulations of the Board).
- B. Appointments and all other personnel action relating to head coaches and athletic directors
- C. Appointments and all other personnel actions relating to coaches other than Head Coaches with a salary of \$250,000 or above

### III. PRESIDENT APPROVAL

The following actions require approval by the President and are not delegated to the Chancellors.

- A. Pre-approval of base salary ranges with a midpoint equal to \$250,000 or above.
- B. Appointments not based on a pre-approved salary range and a salary of \$250,000 or above.
- C. Salary increases associated with additional duties, merit increases, counter offers, and retention raises in excess of 15% annually for positions with a base salary of \$100,000 or above.
- D. Salary increases in excess of 15% to campus executive level employees unless increase is due to a promotion and would be treated like a new appointment.

- E. Involuntary termination or reduction in base pay of an employee occupying a campus executive level position that reports to the chancellor or equivalent with campus wide responsibilities.
- F. Leave without pay in excess of two years.
- G. Creation of a new position at the level of vice chancellor or above.
- H. Additional compensation exceeding the limits established by Presidential policy.
- I. Any other item for which President's approval is specifically required under the Board Regulations.
- J. Leave without pay for one year or more or special leave with any pay or benefits for thirty days or more within any twelve month period.

#### **IV. DELEGATION OF AUTHORITY TO CHANCELLORS**

Authority to make all other personnel actions which are not reserved to the Board or the President are hereby delegated by the President to the Chancellors. This delegation may be revoked or amended by the Board or the President at any time. Delegation includes the following items which may not be further delegated except as noted (e.g., may be delegated to a vice chancellor with one additional sub-delegation, at the Chancellor's discretion).

- A. Appointment and termination of tenured faculty (may not be further delegated).
- B. Granting of tenure to an existing faculty member, and/or promotion in faculty rank (may not be further delegated).
- C. Delay of the tenure-clock with justification.
- D. Change of an occupied position from classified to unclassified.
- E. Appointments to campus executive level positions.
- F. Increases in base pay not fully approved within the campus within 90 days of the effective date.
- G. Emeritus status.
- H. Reemployment of a retiree to a position within the LSU System that is not significantly different from the position from which the individual retired, unless two or more years have lapsed.
- I. Reemployment of an LSU retiree by the institution from which they retired if the appointment is for more than two years and more than 50% effort.
- J. Reemployment of an LSU retiree by the institution from which they retired if the appointment is

to a similar position, as determined by the HRM office based on review of the job descriptions.

- K. Educational or sabbatical leave (this provision supersedes any the approval requirements of Presidential policy)
- L. Salary supplements from Foundation funds.
- M. Appointment to any designated chair or professorship

## **V. SUBMISSION REQUIREMENTS**

Recommendations for personnel actions which must be approved by the Board or the President shall be submitted in writing, by the deadlines established by the Board, signed by the Chancellor or equivalent. Each recommendation shall include sufficient information to fully describe and explain the action being proposed.

## **VI. MISCELLANEOUS**

- A. Except as otherwise specifically provided, this Memorandum shall not apply to personnel actions relating to employees governed by the laws and rules promulgated by the Department of State Civil Service affecting the Classified Service.
- B. All references to an annual period refer to the LSU fiscal year unless the context indicates otherwise.
- C. Nothing herein shall be construed to alter, amend, or in any way affect presidential policy or the policies and procedures set forth therein, which are required by La. R.S. 42:1123(9)(b). Nothing herein creates any rights, procedural or substantive, in employees, prospective employees or other persons.