

## LSU CLASSIFIED OPTIONAL PAY REQUEST FORM

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Optional pay adjustments must be in accordance with State Civil Service Chapter 6 rules 6.16.2(b) and 6.16.2(c). Alterations to the proposed rate may be required by HRM due to certain circumstances (i.e. inequities, exceeds max allowed, etc.). Optional pay requests must be submitted to the Compensation section of the Office of Human Resource Management.

**\*\*The following rules only apply to permanent classified employees\*\***

**See pay adjustment options below:**

Such increases shall not exceed 10% in a fiscal year for an individual employee and shall not duplicate a payment received pursuant to any other rule.

Employee's Name: \_\_\_\_\_

Total Related Experience (Utilized with Compression Only): \_\_\_\_\_

Title of Position: \_\_\_\_\_

Department: \_\_\_\_\_

Current Pay Rate: \$ \_\_\_\_\_ /hr.

Proposed Pay Rate: \$ \_\_\_\_\_ /hr.

Percentage Change: \_\_\_\_\_ %

Effective Date: \_\_\_\_\_

**Please complete sections below that are applicable to the rule used.**

**Compression Pay**

To reduce compression, an appointing authority may grant an employee up to a 10% base pay increase.

A peer with comparable or less experience in the same title or lower title of the same job series must be identified as causing compression.

Peer's Name: \_\_\_\_\_

Total Related Experience: \_\_\_\_\_

Department: \_\_\_\_\_

Current Pay Rate: \_\_\_\_\_

**Additional Duties:**

To compensate employees for performing additional duties, an appointing authority may grant an employee a base pay increase or lump sum payment of up to 5% of the employee's base pay. Employees at the maximum of the pay range may only receive a lump sum adjustment. An employee may not receive more than 10% base pay increases within three consecutive years.

**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 submitted to LSU HRM 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.

**List all Permanent Additional Duties in the field below:**

**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 the employee 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.

**List all Temporary Additional Duties in the field below:**

Department Head Signature: \_\_\_\_\_ Funding Signature: \_\_\_\_\_

Compensation Pay Rate Approved: \_\_\_\_\_

Impact on other, if applicable:

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Compensation Partner Signature: \_\_\_\_\_