



PERMANENT MEMORANDUM 3
ADDITIONAL COMPENSATION AND COMPENSATION:
FACULTY AND FULL -TIME, NON-CLASSIFIED EMPLOYEES

Monitoring Unit: Office of Human Resource Management
Initially Issued: January 6, 2000
Last Revised: April 13, 2022

I. PURPOSE

This policy sets forth the requirements and conditions for providing additional compensation and establishing compensation limits for faculty and non-classified staff. State Civil Service rules govern additional compensation for classified employees. This policy is intended to define and to distinguish types of additional compensation, including appropriate use, criteria, and required approvals.

II. GENERAL POLICY

Additional compensation is total compensation above the employee's base salary paid by LSU from any source for the performance of duties outside the scope of their primary job responsibilities and beyond 100% effort. Types of additional compensation include: one-time pay; period activity pay; additional jobs; or temporary additional duties allowances. This policy does not apply to any income earned outside of LSU employment, which must be reported in compliance with PM 11.

A. Exclusions and Other Provisions

1. Part-time staff and civil service staff are typically not eligible for additional compensation/allowances, however requests will be evaluated by the Office of Human Resource Management to assess need and determine appropriateness.
2. Royalty income and salary supplements paid from foundation funds, for which the university is not obligated beyond the period specified and that are not made in consideration of services rendered, are excluded from the provisions of this policy
3. Faculty, research, and other supplemental compensation plan programs approved by the President, are excluded from the provisions of this policy.
4. Athletic staff/coach contractual agreements are excluded from the provisions of this policy.
5. The use of "interim" or "acting" administrative roles shall be considered as new appointments and as such are not considered additional compensation. Pay associated with the interim/acting allowance shall be

commensurate with the market for the role and/or effort associated with the temporary role.

