

POLICY STATEMENT 20
TITLE, POSITION, AND SALARY CONTROL FOR UNCLASSIFIED PERSONNEL, 48.913 -3 0.3 (IEN)4 (,5)
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I. PURPOSE

To describe the pay plan used by LSU for its Unclassified personnel. The plan is designed to optimize the utilization of the personnel resources of the University, to maintain salary equity, and to attract, retain, and motivate employees. Salary ranges are based on current market data in addition to the duties and scope of each position. While this policy does not apply to faculty and classified employee pay structure and ranges, the Office of Human Resource Management does review fair and equitable pay practices for all employee types.

II. DEFINITIONS

Acting Appointment – When an employee has temporarily taken on the role of another position while that employee is on leave, serving in a separate role, etc.

Base Pay—The rate paid by the hour, week, month, or year to an individual for the job performed. This does not include allowances, shift differentials, overtime, incentives, benefits, or any other pay element other than base pay.

Benchmark Job —A job commonly found in the marketplace which is used as a reference point for making pay comparisons. Benchmark jobs have well-known and stable contents.

Compensable Factor —Any factor used to assess the value of job content in a job evaluation method. Typical compensable factors are knowledge and skill/applied knowledge, decision making/freedom to act, interaction with others, problem solving, resources managed, and scope/impact.

Fair Labor Standards Act (FLSA) —A federal law governing minimum wage, overtime pay, child labor, and recordkeeping requirements

Hiring Range – The range provided as an appropriate starting range for a particular position in consideration to an applicant's education and experience. The hiring range is typically a subset of the overall salary range

Interim Appointment – When an employee is filling a position on a temporary basis while a search is being planned or conducted to permanently fill the role (See PS 1).

Internal Equity —A standard that fairly establishes a pay level that corresponds to each job's relative value to the organization with consideration given to other employees' qualifications and experiences.

B. The University has established a salary structure for internal use. Individual positions have been described, analyzed, and titled; and salary levels have been developed for each job title.

The following policy provisions support the administration of the pay plan:

developed for each job title.

1. The University has established a salary structure for internal use. Individual positions have been described, analyzed, and titled; and salary levels have been developed for each job title.

- A. Compensable factors of the job are considered when determining the relative salary level for each title covered by the plan. That value is based on the responsibilities of the job, not the title level. The compensable factors used are listed in Appendix I.
- B. Every position covered by the pay plan will be matched to the appropriate title and pay level based on a review of the position's job duties as described by the job

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The university's intent is to attract and retain the

Unclassified, other academic, faculty, and faculty administrators who are assigned additional temporary duties may not require a salary adjustment, especially in the case of additional volume. For duties asked to be performed that are not outlined in the employee's job description, a "Temporary Additional Duties" allowance plan may be considered. The employee's salary will revert to the salary level prior to the establishment of a temporary allowance plan when the duties are relinquished. Temporary duties will generally be commensurate with market data up to 80% for the duties assigned of the external market for the administrative duties performed and its role.

G. Interim and Acting Appointments

Unclassified, other academic, and faculty who have taken on interim or acting appointments who are assigned these duties may not require a salary adjustment, especially in the case of additional volume. For responsibilities being performed in the absence of another, an "Interim/Acting Allowance" plan may be considered. Temporary monies may not warrant full promotional rates. Departments may request an Interim/Acting appointment, subject to salary and EEO guidelines on promotions (See PS 1), in the case where the employee is performing the full range of duties assigned to the higher-level position. If not performing the full range of duties, the department may request a temporary allowance plan. The employee's salary will revert to the salary level prior to the Interim/Acting appointment when the temporary duties are relinquished. Additional compensation will generally be commensurate with market data up to 80% for the duties assigned.

H. Special Pay Problems

1. Salary Equity: requests for increases in salary as a result of the relevant external labor market or to address an internal equity or salary compression issue must be submitted to HRM through normal administrative channels. Requests for legally actionable equity cases must be submitted to HRM through normal administrative channels. HRM may interface directly with the Office of Inclusion, Civil Rights & Title IX for any compensation complaint related to discrimination. Salary actions, if required, will be handled on a case-by-case basis. m

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J. Rewards and Recognition

Payments for rewards and recognition are not allowed unless a written award policy outlining eligibility and criteria has been established and approved through appropriate administrative channels.

VI. SOURCES

Fair Labor Standards Act

Permanent Memorandum 23

Permanent Memorandum 69

Policy Statement 1

Policy Statement 35

