

Louisiana Tech University

Effective: 10/09/2004
Revised: _____

Optional Pay Adjustment Policy

Effective October 6, 2004, Louisiana Tech University will implement the following policy concerning Civil Service Rule 6.16.2 Optional Pay Adjustment.

APPLICABILITY

All increases granted according to this policy and Rule 6.16.2 will be restricted to full-time permanent classified employees in the Power Plant at Louisiana Tech.

IMPLEMENTATION

This policy becomes effective upon the date approved by the Civil Service Commission. Subsequent revisions shall become effective on the date the revisions are approved by the Civil Service Commission.

PROVISIONS

Provided adequate funding is available, Louisiana Tech University will consider granting either a base pay or lump sum adjustment to employees in circumstances that warrant additional compensation for those who perform additional duties. Accordingly, the appointing authority may grant a base pay increase 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. Employees at range maximum who are assigned additional permanent duties may receive a one-time lump sum of up to 5%. The appointing authority may request approval from the Civil Service Commission for payments in excess of 5% for employees who are assigned additional duties on a permanent basis.

No employee shall be eligible for either a lump sum or base pay increase for additional duties who were compensated according to another Civil Service Rule.

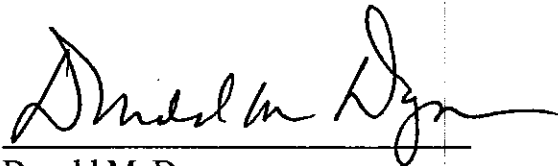
In order to be eligible for payment, the additional duties assigned should require that the employee possess new skills or competencies.

An Optional Pay Adjustment Questionnaire for additional duties must be completed for all requests for payment for permanent duties.

All request for application of this rule must be submitted to the Appointing Authority with a memorandum of justification. No employee shall receive more than the maximum amount approved by Civil Service within a fiscal year.

This policy shall be posted at the Louisiana Tech University Personnel Office in Keeny Hall as well as the University website at www.latech.edu. A listing of all employees who receive increases according to this rule shall be posted in the same manner.

Submitted by:



Donald M. Dyson
Appointing Authority & Director of Personnel
Louisiana Tech University

9/28/2004

Date

Employees Receiving Optional Pay Increase

Paul Adkins	Power Plant
Jimmy Brown	Power Plant
Dale Brumett	Power Plant
Thomas Chrisman	Power Plant
Wayne Parkman	Power Plant
David Pesnell	Power Plant
Floyd Pixley	Power Plant
David Potter	Power Plant
Charles Smith	Power Plant
John Dennis Tatum	Power Plant
Gary Willis	Power Plant