



POLICY STATEMENT 20 TITLE, POSITION AND SALARY CONTROL FOR PROFESSIONAL AND ADMINISTRATIVE PERSONNEL

POLICY DIGEST

Monitoring Unit:
Initially Issued:
Last Revised: April 1, 2016

I. PURPOSE

To describe the pay plan used by the LSU for its administrative and professional employees which is designed to optimize the utilization of the personnel resources of the University by providing appropriate career ladders for employees and for maintaining equity in salary among personnel.

II. DEFINITIONS

Academic personnel: are those persons directly associated with the educational process as a teacher, researcher or associate.

Professional personnel: are those persons, who, by virtue of their special expertise, provide a particular kind of service to the University community and whose principal functions are not as academic personnel. Professional employees are referred to in the LSU Board of Supervisor Regulations as unclassified.

Administrative personnel: are those persons who have the responsibility for administering the University and its ancillary units at all levels. They may or may not hold faculty appointments, and their appointments may be for a set term. Administrative employees are referred to in the LSU Board of Supervisor Regulations as unclassified.

III. GENERAL POLICY

The University has established a detailed salary structure for internal use, individual positions have been described, analyzed and titled, and salary levels have been developed for each job title (See PS-20 Operating Procedures). The following policies support the administration of the pay plan:

- A. A position description must be on file in the Office of Human Resource Management for all positions covered by this policy. See **PS-1**, Operating Procedures for guidelines on preparing the position description.

- B. All administrative/professional jobs will be covered by this pay plan regardless of source of funds; state, auxiliary, grants, etc.
- C. The Vice Presidents will be covered by the plan. The salary ranges for Vice Presidents will be based on market data for their positions.
- D. Employees with faculty rank and classified Civil Service employees are not included in this policy statement.
- E. The Fair Labor Standards Act (FLSA) definitions are used to determine if a position/employee meets the Constitutional definition for unclassified service (i.e. teaching, administrative officer, or professional). All administrative and professional employees included in this plan are exempt under FLSA.

IV. KEY FEATURES OF THE PAY PLAN

The key elements of the pay plan for administrative/professional staff are described below:

- A. A job evaluation system is used to determine the relative level for each title covered by the plan. That value is based on the responsibilities of the job, not on how well an individual performs the work. The evaluation factors used in the system are listed on Attachment A.
- B. Each individual covered by the pay plan is matched to the appropriate title and pay level based on a review of his/her job duties as described on the position description form.
- C. The salary value for each title covered by the pay plan is established based on a comparison of average salaries paid to employees in benchmark or key jobs found in Southern Regional Education Board Schools (SREB). This is accomplished using the following steps:
 1. An annual salary survey is conducted to determine competitive pay levels for key jobs in SREB schools.
 2. A pay policy line that best represents the average pay for key or benchmark jobs is constructed by fitting the results of the salary survey to level of job responsibility as measured by the job evaluation plan. Adjustments to the pay policy line are made, taking into consideration the resources available to the University.
 3. Salary ranges are established for each title covered by the pay plan. The minimum salary value for each title is established at 80% of the pay line and the range maximum is established at 120% of the pay policy line. Exceptions to the salary policy may be made in order to attract and retain exceptionally qualified staff with unique skills and/or market value.
- D. Ongoing salary auditing and reporting procedures are used to maintain the integrity

of the pay plan.

V. PAY PLAN ADMINISTRATION

A. Maintaining the salary structure:

It is the responsibility of the Compensation Section of HRM to maintain the administrative and professional pay plan. The Compensation Section will:

1. Evaluate jobs using the job evaluation instrument;
2. Assign positions to the appropriate title and salary level based on job responsibilities;
3. Survey key jobs at SREB schools;
4. Make recommendations for adjusting the pay policy line;
5. Conduct on going salary audits and prepare management reports;

B. Creating/Filling Positions:

1. Departments must provide an accurate position description, title and the appropriate salary/budgetary information to create or fill a position.
2. The Compensation Section will approve the title and salary range subject to higher level administrative approval.

C. Hiring:

1. All new hires should be paid at least the minimum of their assigned salary range.
2. The normal entrance rate for an employee should be between the minimum and midpoint of the range. A salary which is higher than the midpoint of the range may be offered when the candidate's education and experience supports the higher salary and when the salary offered is consistent with the salaries paid to other staff of similar ability, experience and responsibility.
3. An entrance rate above the midpoint may be established with sufficient justification (e.g., scarcity of applicants, outstanding qualifications or market). Departments should discuss such cases in advance with the Compensation Section.

D. Requests for Reclassification/Reevaluation:

1. Departments may request reclassification or reevaluation of a job through normal administrative channels. Such requests are normally considered for action in July and January of each fiscal year.

2. The classification decision made by the Compensation Section is not subject to the grievance procedure. However, an employee or administrator may request that the Associate Vice President of Human Resource Management review a classification decision if it is his/her belief that the recommendation of the Compensation Section is not acceptable. Such requests should be made in writing to the Associate Vice President of HRM through normal administrative channels. The Associate Vice President's decision in such matters will be final.

E. Salary Increases:

1. Promotions - salary increases for promotions, reclassification or reevaluations are generally limited to a range of 5-15%. The employee should not be paid below the minimum of the new salary range. Salary increases which exceed 15% will require justification.
2. Merit increases - the provisions for granting merit increases are described by the University's Salary Guidelines issued each year.
3. General increases - the provisions for granting cost of living or across-the-board increases are described by the University's Salary Guidelines issued each year.

F. Details to Special Duty:

1. Normally, administrative and professional employees who are assigned higher level duties for less than six (6) months will not receive a salary adjustment.
2. Departments may request a detail to higher level duty which extends beyond six (6) months. The salary guidelines on promotion apply in this case, except where the employee is not performing the full range of duties assigned to the higher level position.
3. A request to detail an employee beyond 1 year will be approved on an exception basis only. Departments should discuss such situations with the Compensation Section prior to considering such an action.
4. The employee's salary will revert to their salary level prior to the detail when the detail ends.

G. Special Pay Problems:

1. Salary Equity - requests for legally actionable equity cases should be submitted to the Compensation Section through normal administrative channels. Salary actions, if required, will be handled on a case-by-case basis.
2. Duty Changes - requests which involve major changes in the level of duties and responsibilities should be submitted to the Compensation Section through

normal administrative channels. Generally, the salary guidelines on promotion apply to duty changes.

3. Paying Above the Range Maximum - generally, salaries are to be administered within the assigned salary range. However, an individual may be paid above his/her assigned salary range if there are compelling performances and/or market reasons for an exception. The Compensation Section will review all recommendations to pay above the range maximum on a case-by-case basis.

H. Demotion:

1. The Compensation Section will review all demotions and recommend a salary level on a case-by-case basis.

ATTACHMENT A

JOB EVALUATION FACTORS FOR ADMINISTRATIVE/PROFESSIONAL POSITIONS

PROBLEM SOLVING	This factor measures the complexity of the problems solved and the difficulty and originality involved in performing the work.
APPLIED KNOWLEDGE	This factor measures the depth and importance of knowledge necessary to perform the work. The application of concepts, principles and practices from professional disciplines is also considered.
FREEDOM TO ACT	This factor measures the authority vested in the position to take action following the parameters of the supervision received and existing laws, policies, contracts, procedures, regulations and/or guidelines.
RESOURCE	This factor measures the responsibility for MANAGEMENT human, financial, space, facilities, information and material resources.
SCOPE	This factor measures the impact that an individual exercises at varying levels within and across the organization. Impact relates to how influential the position is within the institution based on the importance of decisions or final recommendations rendered.
INTERACTING WITH OTHERS	This factor measures the employee's responsibility for interacting with or through other people to accomplish the desired results. This factor considers the importance and frequency of interaction with various individuals or groups as well as the effect of their interaction on the department and the institution.