

Louisiana Postsecondary Education Response to House Resolution 180 Of the 2010 Regular Legislative Session



September 15, 2010

Louisiana Postsecondary Education
Response to House Resolution 180
Of the 2010 Regular Legislative Session

As directed by House Resolution 180 of the 2010 Regular Legislative Session, the Board of Regents conducted a survey of practices used for unclassified employee pay increases. In conjunction with the Department of State Civil Service, a survey instrument was vetted and distributed to all board offices, institutions and agencies under the direction of The Board of Regents.

This document is a compilation of responses from all units under the umbrella of postsecondary education. Enclosed is a completed survey by each unit as well as any historical documentation of policies and procedures used as guidance.



Unclassified Pay Increase Practices Survey

Instructions

This survey is designed to collect information about the past practices commonly used by state agencies and state institutions of higher education when awarding pay increases to unclassified employees. Please note that this is not a survey regarding the impact of current budget reductions. We are requesting information about the policies and practices used in years WHEN pay increases were being awarded under normal circumstances. If you have any questions about this survey, please contact Lori Parker, Assistant Commissioner for Budget Analysis at lori.parker@la.gov or 225-342-4253. Please return your completed survey(s) to the address below or contact Lori Parker to submit your information electronically. Thank you.

Lori Parker, Assistant Commissioner for Budget Analysis
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CONTACT INFORMATION

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Agency/Institution Submitting For: Board of Regents

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Unclassified Pay Increase Practices Survey

Please indicate which of the following pay increase tools are used by your organization to grant pay increases to REGULAR, FULL-TIME UNCLASSIFIED STAFF, including faculty, medical and teaching professionals, etc.

Name of the Agency, Office, University System, Campus, School etc. to which this response applies (submit separate responses if needed):		Category of Staff Eligible ²	Minimum % Increase Allowable ³	Maximum % Increase Allowable ³	Maximum Frequency Allowable ⁴	% Increase most often awarded in the past 5 years ⁵
Type of Increase Program Used ¹ (Check all that apply)						
Merit Increase						
Variable Increase based on a multi-level performance rating system						
Variable Increase <u>not</u> specifically tied to a performance rating system	✓	Unclassified	0%	5%	1 year	3% *** (see next page)
Step Increase						
Cost of Living Increase	✓	Full-time Unclassified Staff	NA	\$1,500	1 year	See next page
Longevity Increase						
Market Adjustment						
Performance Bonus						
Other:						

¹ Any method used to increase the base pay of an employee for continued satisfactory performance in the same job. (excludes increases based on events such as promotions, re-assignment or status changes, attainment of higher credentials, or similar non-recurring events.)

² If different compensation methods are limited to certain types of staff, such as tenured, managerial, support staff, etc. or to employees meeting certain criteria, such as length of service, etc. please indicate that in this column.

³ Minimum or Maximum an employee may receive whenever this particular pay method is used.

⁴ Frequency with which an employee may be granted an increase using this particular pay method (e.g. annually, biannually, etc.).

⁵ Based on all increases actually granted using this pay method from 7/1/05 through 6/30/10, the most common % change in pay that was granted.

Unclassified Pay Increase Practices Survey (cont'd)

During FY 2005-2006, a 3% unclassified staff pay plan was implemented. The Board of Regents approved in FY 2006-2007 a staff pay plan averaging 3% but ranging from 2% to 5%. In FY 2007-2008 an unclassified staff merit evaluation and pay plan with an adjustment of 3% as the standard, but ranging from 2% to 5% depending on the unclassified employee's annual evaluation was approved. A cost of living pay increase in the amount of \$1,500 was granted by the Legislature for unclassified state employees in FY 2007-2008 as well. Board of Regents approved an unclassified staff merit evaluation and pay plan of 3% on the average in FY 2008-2009. However, mid-year budget cuts prevented the full staff from participating in the plan. In fiscal years 2009-2010 and 2010-2011, no pay plans were approved.



Unclassified Pay Increase Practices Survey

Instructions

This survey is designed to collect information about the past practices commonly used by state agencies and state institutions of higher education when awarding pay increases to unclassified employees. Please note that this is not a survey regarding the impact of current budget reductions. We are requesting information about the policies and practices used in years WHEN pay increases were being awarded under normal circumstances. If you have any questions about this survey, please contact Lori Parker, Assistant Commissioner for Budget Analysis at lori.parker@la.gov or 225-342-4253. Please return your completed survey(s) to the address below or contact Lori Parker to submit your information electronically. Thank you.

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CONTACT INFORMATION

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Agency/Institution Submitting For: Louisiana Universities Marine Consortium (LUMCON)

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Unclassified Pay Increase Practices Survey

Please indicate which of the following pay increase tools are used by your organization to grant pay increases to REGULAR, FULL-TIME UNCLASSIFIED STAFF, including faculty, medical and teaching professionals, etc.

Louisiana Universities Marine Consortium (LUMCON) – Agency 19-674		Minimum % Increase Allowable ³	Maximum % Increase Allowable ³	Maximum Frequency Allowable ⁴	% Increase most often awarded in the past 5 years ⁵
Type of Increase Program Used ¹ (Check all that apply)	Category of Staff Eligible ²				
Merit Increase	Un-Classified, Full-Time, State Supported Employees	2%	10%	Annually	4% (See Attached)
Variable Increase based on a multi-level performance rating system					
Variable Increase <u>not</u> specifically tied to a performance rating system					
Step Increase					
Cost of Living Increase	Un-Classified, Full-Time, State Supported Employees	2%	4%	Annually	3% (See Attached)
Longevity Increase					
Market Adjustment					
Performance Bonus					
Other:					

¹ Any method used to increase the base pay of an employee for continued satisfactory performance in the same job. (excludes increases based on events such as promotions, re-assignment or status changes, attainment of higher credentials, or similar non-recurring events.)

² If different compensation methods are limited to certain types of staff, such as tenured, managerial, support staff, etc. or to employees meeting certain criteria, such as length of service, etc. please indicate that in this column.

³ Minimum or Maximum an employee may receive whenever this particular pay method is used.

⁴ Frequency with which an employee may be granted an increase using this particular pay method (e.g. annually, biannually, etc.).

⁵ Based on all increases actually granted using this pay method from 7/1/05 through 6/30/10, the most common % change in pay that was granted.

Unclassified Pay Increase Practices Survey

During the most recent 5 previous fiscal years, the pay plans for unclassified, full-time, state-supported staff were as follows:

- **FY 2005-2006: 3% Cost of Living Increase**
- **FY 2006-2007: 2 -6% Cost of Living with Merit Increase where applicable**
- **FY 2007-2008: \$1500 Mandatory Legislature COL Increase**
- **FY 2008-2009: 3% Cost of Living Increase**
- **FY 2009-2010: No Pay Plan Approved/Salary Freeze due to budget cuts**
- **FY 2010-2011: No Pay Plan Approved/Salary Freeze due to budget cuts**



LSU System 2010-2011 Salary Guidelines

Faculty

The state has not appropriated funds for a pay increase for the faculty for FY 2010-11. While it is expected that a limited number of promotions in rank may be appropriate, general merit increases to faculty will not be provided in accordance with Executive Order BJ 2010-5. In the event salary adjustments become necessary during the year in response to documented outside offers, the campus must provide full justification in accordance with the Bylaws and System policy.

Administrative and Professional Staff

Specific funds for salary increases for administrative and professional employees also were not appropriated from the state. In accordance with Executive Order BJ 2010-5 merit increases to administrative and professional staff will not be provided during FY 2010-11. In addition, the Civil Service Commission adopted a rule suspending merit increase authority for classified employees for the period July 1, 2010 through June 30, 2011. However, in accordance with the Bylaws and System policy, the System will review and consider action on a limited number of promotions, equity adjustments, and other salary adjustments, which campuses and hospitals justify in writing as essential. As a result of continuing budget pressures and limitations on filling vacant positions, it may be necessary to expand a small number of job assignments that could require modest salary readjustments. These changes need to be fully documented and defensible.

Board Approval

Board Bylaws (Art.VII, Sec. 8 D4) and *Uniform Personnel Actions Policy* should be consulted for all compensation actions that require Board approval and, insofar as practicable, separated from those requiring only Presidential approval.

LSU System 2009-2010 Salary Guidelines

Faculty

The state has not appropriated funds for a pay increase for the faculty. While it is expected that a limited number of promotions in rank may be appropriate, general merit increases to faculty should not be provided. In the event salary adjustments become necessary during the year in response to documented outside offers, we will need full justification.

Administrative and Professional Staff

Specific funds for salary increases for administrative and professional employees also were not appropriated from the state. In preparing operating budgets, campuses and hospitals must strictly comply with approved Civil Service employee layoff avoidance plans for classified employees and with the parallel LSU system policies on the suspension of merit pay increases for administrative and professional unclassified employees. However, the System will review and consider action on a limited number of promotions, equity adjustments, and other salary adjustments, which campuses and hospitals justify in writing as essential. As a result of the budget reductions and position vacancies, it may be necessary to expand a small number of job assignments that could require modest salary readjustments. These changes need to be fully documented and defensible.

Board Approval

Board Bylaws (Art.VII, Sec. 8 D4) and Uniform Personnel Actions Policy should be consulted for all compensation actions that require Board approval (e.g. for employees whose compensation exceeds \$125,000), and, insofar as practicable, separated from those requiring only Presidential approval.

LSU System 2008-2009 Salary Guidelines

Faculty

As you are aware, the state has not provided funds for a pay increase for the faculty. If your campus intends to fund a pay increase you must prepare and submit for approval a plan detailing the guidelines and procedures that will be followed in implementing the increase.

Administrative and Professional Staff

Specific funds for a salary increase for administrative and professional employees have not been appropriated from the state. If your campus intends to devise and fund a salary increase for these employees you must also prepare and submit for approval a plan giving the guidelines and procedures you intend to follow in implementing the increase.

These plans must also be submitted to the office by July 10th even if you intend to implement them at some point later in the fiscal year.

Board Approval

Board Bylaws (Art.VII, Sec. 8 D4) should be consulted for all compensation actions that require Board approval (e.g. for employees whose compensation exceeds \$100,000), and, insofar as practicable, separated from those requiring only Presidential approval.

LSU System 2007-2008 Salary Guidelines

Faculty

This year the State is providing funds for a faculty salary increase. As you are aware language in the preamble to the higher education section of HB 1 requires that one-half of these funds be allocated for an across the board pay increase for all full-time faculty. For your information, the guidelines that I had previously approved are attached.

Each campus must prepare and have approved a plan detailing the guidelines and procedures that will be followed in implementing the faculty salary pay increase. While one-half of the funds for the faculty pay increase will be distributed only to full time faculty based on an across the board basis, the remaining half of your faculty salary increase funds does not have to be distributed using an 'across the board' or 'cost of living' approach, but instead take into consideration factors such as performance, comparable SREB faculty salary averages or other appropriate professional faculty salary benchmarks, market demand by discipline, institutional priorities, and equity issues. If you have not already done so, please send me your plan as soon as possible.

In order to document how the pay plan funds are distributed it will be necessary for your campus to complete the attached pay plan detail and summary worksheets. These worksheets should be submitted with your operating budget.

Administrative and Professional Staff

The state has also provided a flat \$1,500 plus benefits for all other employees (it is my understanding that all non-faculty are eligible but funding has been provided only to those who have all or a portion of their salary paid from the operating budget). An Executive Order will be issued in the near future that will provide additional details. If your campus intends to supplement this amount for administrative and professional staff, a formal plan for doing so must be developed and submitted to me, even if you plan to implement it later in the fiscal year.

Finally, while the System has been developing new procedures for approving salary increases that occur during the year, please note that until these are approved by the Board you must continue to

adhere to existing provisions in PM-69 as amended by Board Bylaws, Article VII, Section 8.j. In addition, any salary increases of 15% or greater for employees not covered by PM-69 will require Presidential approval.



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January 8, 2009

PERMANENT MEMORANDUM

Subject: PM-69 (Revised with Bylaw and Regulation Attachments)

Reference: Delegation of Authority to Execute Personnel Actions

I. Purpose

To provide for a uniform personnel policy for the LSU System pursuant to the provisions of Art. VII, section 8. D.4.h of the Board Bylaws and the Uniform Personnel Policy of the Board (Section 2-5.1 of the *Regulations* of the Board, hereinafter the "Uniform Personnel Policy"), attached hereto, and to provide for specific and express delegation of authority to execute personnel actions.

This delegation of authority may be amended or revoked at any time.

II. Board Approval

All personnel actions listed in section A of the Uniform Personnel Policy require approval by the Board. Authority to take such actions is not delegated to either the President or the Chancellors.

The threshold annual compensation amounts above which Board approval is required (as provided for in section A.2 of the Uniform Personnel Policy) are as follows:

- A. For faculty positions other than as provided in the next paragraph B, more than \$150,000 total annual compensation.
- B. For faculty positions in the clinical departments of the School of Medicine at the Health Science Centers and for physician positions at the Health Care Services Division, more than \$250,000 total annual compensation; for other faculty positions at these institutions, more than \$150,000 total annual compensation.
- C. For Nursing and Allied Health Professional positions at the Health Science Centers and the Health Care Services Division, more than \$150,000.
- D. For other positions at all campuses and institutions, more than \$125,000 total annual compensation.

As provided for in the Uniform Personnel Policy, the provisions of this subparagraph shall not apply when the compensation funding from non-state sources exceeds 80% of total compensation and the compensation from state sources is less than the applicable threshold amount.



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III. President Approval

The following actions require approval by the President and are not delegated to the Chancellors or equivalents.

- A. All personnel actions specifically requiring approval by the President as set forth in Sections B of the Uniform Personnel Policy.
- B. Any action which would result in an employee having total annual compensation less than the amount requiring Board approval (as provided in Section II above) but greater than the amount shown below for the following categories of employees.
 - 1. For faculty positions at all campuses other than as provided in the next paragraph 2, more than \$100,000 total annual compensation.
 - 2. For faculty, physician and nursing and allied health positions at the Health Science Centers and the Health Care Services Division, more than \$125,000 total annual compensation.
 - 3. For other positions at all institutions, more than \$100,000 total annual compensation.

The provisions of this subparagraph shall not apply when the compensation funding from non-state sources exceeds 80% of total compensation and the compensation from state sources is less than the applicable threshold amount.

- C. Joint appointment of an employee between two or more campuses totaling more than 100% paid effort. Joint appointments involving no more than 100% effort must be approved by the Board, President, or Chancellor or equivalent, based on the total amount of compensation to be paid by all campuses participating in the appointment.
- D. Appointment for a definite term greater than 12 months, **except as provided for in PM-23.**
- E. Additional compensation exceeding the limits established in PM-3.
- F. Incentive pay in accordance with Section VII.F of this Memorandum.
- G. Payment of honoraria or reimbursement for travel expenses in excess of \$10,000.

IV. Delegation of Authority to Chancellors

- A. Authority to make all other personnel actions which are consistent with the Compensation Guidelines set forth in Section VII of this Memorandum and which are not reserved to the Board or the President pursuant to the Board Bylaws, the Uniform Personnel Policy, the *Regulations* of the Board, or the other provisions of this Memorandum has been delegated by the Board to the President, and is **hereby delegated by the President to**



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the Chancellors or equivalents. This delegation may be revoked or amended by the Board or the President at any time.

- B. With approval of the President, and except as provided for herein, each Chancellor or equivalent may further delegate this authority provided for in this section IV. Such delegation must be made in writing with a clear and specific delineation of the extent of such re-delegation. Copies of re-delegations shall be filed with the Chancellor or equivalent, the office of human resource management, and the President, as well as with other campus offices as determined by the Chancellor or equivalent. Any such re-delegation shall not relieve the Chancellor or equivalent of the reporting and other requirements set forth in this Memorandum.

V. Submission Requirements

A. Contents of submission

Recommendations for personnel actions which must be approved by the Board or the President shall be submitted in writing signed by the Chancellor or equivalent. Each recommendation shall include the following information:

1. All information required by Section F of the Uniform Personnel Policy;
2. All information which would be required to be reported by Section VIII.A of this Memorandum;
3. Where the recommended action deviates from the Compensation Guidelines set forth in Section VII of this Memorandum, a specific description of the facts and analysis relied upon to justify the deviation, which shall address each of the relevant factors for that category of personnel action.

B. Timing of submission

Recommendations for personnel actions which must be approved by the Board or by the President shall be submitted in accordance with the deadlines established in Article VII, sections 8.F.1 and 8.F.2 of the Board Bylaws.

VI. Letters of appointment and similar agreements

As provided for in the Uniform Personnel Policy, all letters of appointment, contracts of employment, or other written employment agreements between LSU and any of its employees containing any special provisions not provided for in written general policy, shall either (i) use only the language prescribed for such agreements by the President in a standardized template or form (which is encouraged); or (ii) be approved as to form and legal sufficiency by the System Office of General Counsel prior to being signed.



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VII. Compensation Guidelines

The following Compensation Guidelines shall apply to all personnel actions taken by the campuses and institutions of the LSU System pursuant to the authority delegated by the President herein. *Any deviations from these Guidelines must be approved by the President*, which authority is not delegated to the Chancellors or equivalent. Delegation by the President of personnel authority, either by Section IV of this Memorandum or otherwise, does not diminish the application of these Guidelines. These Guidelines do not amend, alter or affect the provisions of Sections I– III above.

A. Establishment of salary structure

Each campus or institution ("campus") shall develop or continue a salary structure based upon a detailed market comparison of key benchmark positions. The salary structure shall meet the following criteria:

1. The salary structure shall be based on average salaries paid for comparable positions by institutions in the appropriate comparison groups. Consideration may also be given to internal comparison groups. Such average salaries will serve as a target average salary except that with written justification, target average salaries may be placed above the market average for certain key or hard-to-recruit-for positions.
2. With respect to faculty positions, the salary structure should reflect labor market variations by academic discipline and rank for the relevant market in which the campus competes for faculty.
3. Factors in determining individual salaries include, but are not limited to, the level of performance including contributions to the University, specific market conditions, position responsibilities, retention issues, length of service, credentials, special expertise, etc.
4. The campus' structure must include salary parameters, by job group. These may be in the form of salary ranges or other mechanism such as expressing the parameters as a percentage of the average salary. The spread from the lower parameter to the upper parameter (the range) will vary by job group or title but should normally fall between 40 and 70 percent. Any salary for an individual employee which is outside of the campus' approved parameters for the employee's job group must be approved by the President as a deviation from these Guidelines, or by the Board, if Board approval is required by some other provision of the Uniform Personal Policy or this Memorandum.
5. Salary parameters should be adjusted periodically to ensure that the salary structure remains reasonably competitive within the available financial resources.
6. The salary structure and any substantive amendments thereto are subject to approval of the President before implementation.



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B. Starting salaries for new employees

1. Starting salaries for new employees should not fall below the lower parameter or above the midpoint of the range between the lower and upper parameters. Offering high starting salaries can create internal salary inequities, salary compression, employee morale problems, and increased salary costs. Salaries of existing employees who are similarly qualified should be considered in setting the new employee's salary. To the extent practical, including availability of resources, internal equity should be maintained.
2. Salary offers above the midpoint of the range may be granted only when justified in writing to the Chancellor based on one or more of the following factors:
 - a. A demonstrated and documented inability to attract an outstanding candidate at a salary below the midpoint;
 - b. Rejection of an offer of employment at the midpoint by the top candidate(s), evidenced in writing; or
 - c. The candidate's experience and demonstrated competencies are substantially beyond the required qualifications of the position, evidenced in writing.
3. Upon approval of the salary structure by the President and receipt by the Chancellor of the information specified in paragraph B.2 above, a starting salary above the midpoint between the lower and upper parameters does not require further approval by the System Office, unless approval by the Board or President is otherwise required by the Bylaws, the *Regulations*, the Uniform Personnel Policy, or Sections II or III of this Memorandum. However, the campus or institution shall promptly report to the President all starting salaries which are above the midpoint.

C. Salaries not to exceed maximum of salary range

Salaries shall not exceed the upper parameter for the position. In rare circumstances, deviations from this rule may be approved by the President (or the Board, where Board approval is required by other provisions of this Memorandum) when specifically justified in writing based on one or more of the following factors:

1. there is a demonstrated and documented inability to attract an outstanding candidate at a salary below that level; or
2. the incumbent's experience, demonstrated competencies and performance are substantially beyond the required qualifications of the position.

D. Annual Review

Each campus should with available resources establish or continue a systematic evaluation process to annually measure each employee's contributions, achievement of established performance goals, professional development, and work group effectiveness during the past year, and to set appropriate goals for the next year.



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E. Salary Increases

Salary increases may be made based only on one or more of the factors listed below. No salary increase shall raise an employee's salary by an amount greater than 15% in any one fiscal year unless approved by the President (or Board, as applicable) based on written justification submitted by the Chancellor or equivalent. Any raises pursuant to a general plan approved by the President (for example, a general plan as a result of a legislative appropriation dedicated to faculty or staff pay raises), shall not require Board or presidential action beyond the approval of the general pay plan; nor shall such a raise be counted towards the 15% limitation.

1. Merit

- a. Merit increases, pursuant to the authority delegated herein, shall be given no more than once each year based on the individual employee's performance, unless approved by the Chancellor based upon written justification and promptly reported to the President.
- b. Merit increases, pursuant to the authority delegated herein, greater than 5% but not more than 15% may be granted only when approved in writing by the Chancellor, based on written justification of one or more of the following factors. ***Merit pay raises are not an entitlement, and the 5% reference should not be construed as a norm or default value. Merit pay raises require individual, qualitative evaluation.***
 - i. the individual's performance relative to established performance goals;
 - ii. contributions to the institution;
 - iii. the acquisition of additional skills or competencies that significantly enhance the individual's value to the institution; or
 - iv. other extraordinary specified circumstances.
- c. Employees who have received a merit increase in annual compensation that has been effective six months or less shall not be eligible for a merit increase absent exceptional circumstances demonstrated in writing to the President.

2. Promotion/Reclassification

- a. Promotion/reclassification increases shall be made only when a significant increase in job responsibilities is factually established. The employee's pay should be set within the established salary structure for the new position and duties which shall be justified in writing based on the following factors:
 - i. external market comparisons,
 - ii. internal equity,
 - iii. departmental budget considerations,
 - iv. the knowledge and skills the employee brings to the position, and
 - v. the factually-established increased job responsibilities.



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3. Market

- a. Market increases shall be made only to prevent or reduce turnover because of market and economic conditions that may affect retention of employees. Market increases must be justified in writing based on the following factors:
 - i. the employee is critical to the accomplishment of the institution's mission,
 - ii. the employee possesses knowledge, skills, and abilities which are clearly identified as difficult to recruit,
 - iii. the employee's expertise is in an area which is documented as having a critical labor market shortage, and
 - iv. local labor market conditions support such an adjustment.
- b. When a market increase is made, the salary structure for the position should be reviewed and revised to reflect the changing market conditions.

4. Retention

- a. Retention increases shall be given only when needed to retain a key employee who may be lost to another organization. Retention adjustments must be justified in writing based on the following factors:
 - i. the employee's expertise is critical to the institution's mission,
 - ii. the employee's performance is judged to be exemplary, and
 - iii. there is a significant risk, which must be verified and documented in writing based upon first-hand knowledge, that the employee will leave the institution as a result of a concrete offer or the high probability of a concrete offer of employment at another institution.

5. Internal Equity

- a. Employees with similar levels of responsibility, work experience, qualifications, and work performance records should have salaries which are reasonably comparable. When previous salary adjustments have resulted in significant disparities between the salaries of comparable employees, equity increases within the established salary range may be made. Such increases shall take into consideration the employee's annual review.
- b. The written justification for internal equity adjustments must be supported by the following documentation:
 - i. job descriptions of the employee receiving the adjustment and the comparable positions on which the adjustment is based,
 - ii. job qualifications of the employee receiving the adjustment and the comparable employees on which the adjustment is based,
 - iii. average salaries and/or salary structure for the applicable positions,
 - iv. history of difficulty in recruiting or retaining personnel.



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F. Incentive Pay Programs

1. As existing resources allow, each Chancellor or equivalent may propose an Incentive Pay Plan in accordance with the following provisions. All such plans must be approved by the President pursuant to the provisions of Section II.F of this Memorandum.
2. Incentive pay programs provide a performance reward for an employee who achieves previously agreed upon performance goals as part of a performance plan or initial employment agreement. Incentive payments are not part of regular base salary and are unrelated to merit salary adjustments. In targeted areas, each Chancellor or equivalent may recommend to provide incentive pay to certain staff or faculty members who have highly focused and measurable performance goals. All incentive pay arrangements must be recommended by the Chancellor or equivalent in writing and require prior approval of the President (the Chancellor may not delegate this responsibility).
3. The plan proposed to the President for approval must include all of the following:
 - i. Plan eligibility;
 - ii. The fiscal impact of the plan and its source of funds;
 - iii. Detailed plan provisions, including all agreements proposed to be entered with the employees, which must be reviewed by the System Office of General Counsel for legal sufficiency;
 - iv. The manner in which performance rewards will be calculated and distributed;
 - v. The administrative procedures which will be followed to review the operations of the plan and its effectiveness;
 - vi. A schedule for reporting the payments actually made pursuant to the plan to the President, which schedule shall provide for no less than annual reports of all sums paid to each employee pursuant to the plan; and
 - vii. The manner of addressing whether the incentive is eligible for retirement benefits pursuant to state law and University policies, and the manner of establishing such in writing with the individual employee.
4. The plan shall include the names and job titles of each employee who will be eligible to receive incentive payments and the maximum annual amount of incentive pay each employee may receive. After the plan has been approved, any changes to the list of employees participating in the plan shall be submitted for review and approval by the President.



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VIII. Reporting and Record-keeping Requirements

A. Reports by Chancellor

Until comprehensive performance metrics and reporting requirements are approved, the existing reporting processes relating to personnel matters shall remain in force, unless modified by the President. This shall not, however, preclude or discourage the individual campuses from enhancing the quality of reporting prior to development of System-wide standards.

B. Record-keeping

Where the compensation policies set forth in Section VII of this Memorandum require written justification, the required documentation and analysis justifying the personnel action shall be maintained in the campus HR Office and made available to the System Human Resources Office upon request.

IX. Overall Program Evaluation

- A. The President or his designee may evaluate the effectiveness of these policies and the overall impact of the institution's investment in compensation. Any such evaluation may include, but is not limited to, a review the following factors:

1. Compliance with this PM
2. The overall administration of the compensation program
3. How effectively campus administrators are managing their compensation resources
4. How closely salary expenditure levels are tied to the strategic aims of each campus
5. How well employees understand and support overall compensation goals and pay setting processes
6. The impact of the non-financial elements of the total rewards strategy (leadership, career advancement, etc.) on the overall recruitment, retention and reward strategy

- B. When the President or his designee conducts such an evaluation, the results of the evaluation shall be reported to the Board.

X. Compensation Goals

Consistent with the policies set forth in this Memorandum, the LSU System acknowledges as a goal to work toward a flexible and contemporary compensation program designed to address the diverse and evolving needs of the System, its faculty and staff. Such a compensation program:

- A. Is designed to attract, retain, and reward people who are committed to the University's goals and values and who are capable of making (or, if currently employed, already making) significant contributions;
- B. Provides compensation consistent with a person's contribution to the institution;
- C. Is reasonably related to relevant external markets and the availability of institutional resources;



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- D. Allocates compensation in a fair and equitable manner based on contribution, job content, and the complexity of the work;
- E. Is tailored to support the unique mission, strategic aims, and institutional goals of each campus;
- F. Includes safeguards to engender confidence that pay-setting decisions are fair, consistent, and promote the academic enterprise;
- G. Is supported by a performance management system that is reasonably linked to rewards, career development, promotion, and retention.

XI. Miscellaneous

- A. Except as otherwise specifically provided, this Memorandum shall not apply to personnel actions relating to employees governed by the laws and rules promulgated by the Department of State Civil Service affecting the Classified Service.
- B. All references to an annual period refer to the fiscal year of the LSU System unless the context indicates otherwise.
- C. Nothing herein shall be construed to alter or amend the Bylaws or **Regulations** of the Board of Supervisors.
- D. Nothing herein shall be construed to alter, amend, or in any way affect PM-11 or the policies and procedures set forth therein, which are required by La. R.S. 42:1123(9)(b).
- E. Nothing herein creates any rights, procedural or substantive, in employees, prospective employees or other persons.

John V. Lombardi, President



Louisiana State University System

3810 West Lakeshore Drive
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Office of the President

225/578-2111
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ATTACHMENT to PM-69: Regulations of the LSU Board of Supervisors

Uniform Personnel Policy of the LSU Board of Supervisors

Section 2-5.1. Uniform Personnel Policy of the LSU Board of Supervisors. Except as otherwise provided in the Bylaws, and notwithstanding any other provisions of these *Regulations*, all personnel actions made by any campus or institution of the LSU System shall be made in accordance with the following provisions, as amplified by a Permanent Memorandum issued by the President.

A. Personnel Actions Requiring Board Approval

The following personnel actions shall require approval by the Board of Supervisors:

1. Appointment of and compensation for the President, System Vice Presidents, all chancellors or equivalents, and all positions of dean or equivalent and above, including amendments to or extensions of appointment agreements and increases or decreases in compensation.
2. Any action which would result in an employee having total annual compensation exceeding \$125,000 (from all sources, both public and authorized private), provided that the President may by Permanent Memorandum establish a higher Board-approval threshold not to exceed \$250,000 for specified categories of employees, taking into account the competitive salary range in particular fields or disciplines. Upon establishing a higher Board-approval threshold, the President shall not delegate approval authority for compensation exceeding \$125,000. Board approval shall not be required when the compensation funding from non-state sources exceeds 80% of total compensation and the compensation from state sources is less than \$125,000.
3. Educational leave and sabbatical leave in excess of three months during any twelve month period.
4. Termination of tenured faculty.
5. Head coach and athletic director contracts and amendments thereto, provided that the President shall have the authority to approve any non-substantial amendments.
6. Leave without pay for one year or more or special leave with any pay or benefits for thirty days or more within any twelve month period.
7. Retrospective compensation of any type, which will be authorized only (i) in exceptional circumstances (when justified by the campus or institution in writing or as incidental to an approved general pay plan) or (ii) when, due to excusable neglect, the effective date of the proposed appointment, pay increase, or other personnel action is no more than 60 days prior to the Board meeting or 30 days prior to the previous Board meeting, when more than one month has elapsed since such previous Board meeting.
8. Termination of the President, all chancellors or equivalents, and all positions of dean or equivalent or above, unless otherwise provided in the appointment documents.



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9. Either appointment or making any change in status which would result in the employee gaining indeterminate tenure or "rolling tenure" (i.e., rolling term).
10. Promotion in faculty rank.
11. Appointment to any designated chair or professorship
12. Conferring *emeritus* status on any person with less than ten years of service to the university or with titles other than professor.
13. Awarding any honorary degree.
14. Paying any salary supplement to an LSU employee from Board-authorized affiliated foundation funds.

B. Personnel Actions Requiring Presidential Approval

The following personnel actions shall require approval by the President, which authority may not be further delegated:

1. Pay raises of any type in excess of 15% in any one year to any faculty or unclassified personnel.
2. The creation of any new position.
3. Filling any faculty position made vacant because of lay-off or furlough pursuant to a Board-approved plan addressing institutional change or exigency.
4. Any action which would allow for a delay in review for tenure beyond the period of time established by LSU policy or in the employee's appointment letter.
5. Conferring *emeritus* titles not required to be approved by the Board.
6. Appointment for more than one year of any person who is to receive during employment by LSU any retirement benefits from any Louisiana public employee retirement system or plan.
7. Converting a filled classified position to an unclassified position, approval of which will only be granted if justified by the following factors:
 - (i) The employee must have a baccalaureate degree or sufficient professional experience to substitute for the degree, and
 - (ii) The duties of the unclassified position must require advanced learning acquired by a prolonged course of specialized, intellectual training.
8. General pay plans, including across-the-board pay raises which are granted to all or substantially all of the employees of a campus or institution.
9. Any other personnel action which the President determines should be reviewed at the System level. Such determinations may be made individually or be established for the System as a whole, for individual campuses or institutions, or for classes of employees either across the System or at specific campuses or institutions.



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C. Personnel Actions which may be delegated by the President

Authority to take all other personnel actions is hereby delegated by the Board to the President, who may further delegate such authority, by a Permanent Memorandum, as he deems to be in the best interests of LSU, provided such actions are taken in accordance with the requirements for form, and reporting set forth in sections D and E of this policy.

D. Form of Letters of Appointment and Similar Agreements

All letters of appointment, contracts of employment, or other written employment agreements between LSU and any of its employees containing any special provisions not provided for in written general policy, shall either (i) use only the language prescribed for such agreements by the President in a standardized template or form (which is encouraged); or (ii) be approved as to form and legal sufficiency by the System Office of General Counsel prior to being signed.

E. Reporting

All personnel actions shall be reported to the President and the Board in a format prescribed by the President after consultation with the Board.

F. Submission of Actions for Approval by the Board or President

Any submission for approval by the Board or President shall be made in accordance with the deadlines established in Art. VII, sec. 8.F of the Bylaws. All such submissions shall include the following information:

1. All sources of compensation;
2. The nature of the appointment;
3. All proposed letters of employment, contracts of employment, or other written employment agreements pertaining to compensation or benefits; and
4. Any additional information required by the President.

G. Emergency Action by President

When circumstances require action on a personnel matter that would otherwise require approval of the Board involving faculty or an academic administrator of the rank of Vice Chancellor or below and, through no neglect of the campus, the matter cannot timely be presented to the Board, the President may take such final action. A report of the action, along with justification and a description of the circumstances shall be sent to the Board within ten (10) calendar days of the President's approval.



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H. Miscellaneous

1. For purposes of this policy and the Permanent Memorandum to be issued by the President, "compensation" includes all income covered on any check issued (or electronic transmittal) by Louisiana State University for any compensation purposes as well as all income from other sources, including affiliated foundations, paid as compensation for work done on behalf of LSU or pursuant to the employment agreement with LSU. This includes any income paid pursuant to any faculty group practice plan or program. It does not include royalty, licensing, or other payments made pursuant to LSU's intellectual property policies.
2. Nothing herein shall be construed to alter, amend, or in any way affect PM-11 or the policies and procedures set forth therein, which are required by La. R.S. 42:1123(9)(b).
3. In the event of any conflict between the provisions of this Section 2-5.1 and any other provisions of the *Regulations* of the Board of Supervisors or any Permanent Memorandum, the provisions of this Section 2-5.1 shall control.
4. Nothing herein creates any rights, procedural or substantive, in employees, prospective employees, or other persons.



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Provisions of Art. VII, Section 8 of Board Bylaws Applicable to Personnel Matters

D. Significant Board Matters Requiring Approval by the Board

The following matters shall require approval by the Board. No such matter shall be undertaken or approved by or for any campus or the System without prior review by the President and appropriate System staff and formal approval by the Board.

* * *

4. Matters related to personnel:

- a. Educational leave and sabbatical leave in excess of three months during any twelve-month period.
- b. Termination of tenured faculty.
- c. Head coach and athletic director contracts and amendments thereto, provided that the President shall have the authority to approve any non-substantial amendments.
- d. Conferring emeritus titles and all honorary degrees.
- e. Leave without pay for one year or more or special leave with any pay or benefits for thirty days or more within any twelve month period.
- f. Retrospective compensation of any type.
- g. Appointment of and compensation for the President, all chancellors or equivalents, and all positions above that of dean or equivalent.
- h. Upon approval by the Board of a uniform personnel policy, the President shall have authority to approve all actions taken in conformity with such policy, except as otherwise provided herein and in that policy. The President shall report all actions taken pursuant to this authority to the Board, not less than semi-annually. Such reports, as well as any reports required by the uniform personnel policy approved by the Board, shall include, for each position for which presidential (or presidential-delegated) action was taken, the following information: (i) all sources of compensation; (ii) the nature of the appointment; and (iii) all proposed employment contracts, letters of appointment, and other compensation or special benefits-related agreements. Additional reports may be provided for in the approved uniform personnel policy. Until a uniform personnel policy is approved by the Board, the existing provisions of Art. VII of the Bylaws relating to personnel matters (effective Dec. 9, 2005) shall remain in force.

Except as specifically provided in the uniform personnel policy approved by the Board, Board approval is not required for personnel actions which are governed by the laws and rules promulgated by the Department of State Civil Service affecting the Classified Service.



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The President, the Chair, and the Chair-Elect shall review senior System staff compensation on an annual basis.

* * *

F. Deadlines for submission of proposals

1. Except as provided below, all proposals for Significant Board Matters shall be submitted to the System office no less than 30 days prior to the scheduled meeting date of the Board or Executive Committee at which action is requested. In exceptional circumstances, which should be rare, the Chair, in consultation with the Chair-Elect and the President, may authorize a later submission of a Significant Board Matter, but in no event should such submission, including all information required by subsection E, be made less than 5 business days prior to the meeting of the Board or Executive Committee, or such other period of time necessary to allow appropriate review, whichever is greater.
2. Except as provided below, all proposals for matters which may be approved by the President without Board action shall be submitted to the System office no less than 20 days prior to the date by which approval is needed. In exceptional circumstances, the President may, upon written justification, authorize in writing later submission of a matter which may be approved by the President. In exceptional circumstances when a later submission is requested, all information required by subsection E must be submitted to, and received by, the President at least 3 business days prior to the date by which approval is needed.

Unclassified Pay Increase Practices Survey

Instructions

This survey is designed to collect information about the past practices commonly used by state agencies and state institutions of higher education when awarding pay increases to unclassified employees. Please note that this is not a survey regarding the impact of current budget reductions. We are requesting information about the policies and practices used in years WHEN pay increases were being awarded under normal circumstances. If you have any questions about this survey, please contact Lori Parker, Assistant Commissioner for Budget Analysis at lori.parker@la.gov or 225-342-4253. Please return your completed survey(s) to the address below or contact Lori Parker to submit your information electronically. Thank you.

Lori Parker, Assistant Commissioner for Budget Analysis
Louisiana Board of Regents
P O Box 3677
Baton Rouge, LA 70821-3677

CONTACT INFORMATION

Name: Tommy Smith Title: Budget Director

Agency/Institution Submitting For: Louisiana State University

Phone: 225-578-4843 E-mail: tmsmith@lsu.edu

Unclassified Pay Increase Practices Survey

Louisiana State University

Please indicate which of the following pay increase tools are used by your organization to grant pay increases to REGULAR, FULL-TIME UNCLASSIFIED STAFF, including faculty, medical and teaching professionals, etc.

Name of the Agency, Office, University System, Campus, School etc. to which this response applies (submit separate responses if needed):		Category of Staff Eligible ²	Minimum % Increase Allowable ³	Maximum % Increase Allowable ³	Maximum Frequency Allowable ⁴	% Increase most often awarded in the past 5 years ⁵
Type of Increase Program Used ¹ (Check all that apply)						
Merit Increase						
Variable Increase based on a multi-level performance rating system						
Variable Increase <u>not</u> specifically tied to a performance rating system	x	Unclassified	0%	15% (see next page)	Annually	4% (See next page for details)
Step Increase						
Cost of Living Increase						
Longevity Increase						
Market Adjustment						
Performance Bonus						
Other:						

¹ Any method used to increase the base pay of an employee for continued satisfactory performance in the same job. (excludes increases based on events such as promotions, re-assignment or status changes, attainment of higher credentials, or similar non-recurring events.)

² If different compensation methods are limited to certain types of staff, such as tenured, managerial, support staff, etc. or to employees meeting certain criteria, such as length of service, etc. please indicate that in this column.

³ Minimum or Maximum an employee may receive whenever this particular pay method is used.

⁴ Frequency with which an employee may be granted an increase using this particular pay method (e.g. annually, biannually, etc.).

⁵ Based on all increases actually granted using this pay method from 7/1/05 through 6/30/10, the most common % change in pay that was granted.

Unclassified Pay Increase Practices Survey (Continued)

Louisiana State University

Unless otherwise noted, LSU does not award across-the-board pay increases for unclassified employees. The University's pay plan programs support rewarding individual performance and include criteria such as annual performance evaluations, research/publications, service activities, market demands, salary compression, equity issues, and institutional priorities. Any individual receiving a pay increase of 15% or more must be reviewed and approved by the LSU System Office.

For the previous five fiscal years and the current year, the pay plan programs for unclassified staff were as follows:

- FY 2005-2006 – No pay plan implemented
- FY 2006-2007 – A pay plan averaging 5.4% for faculty and 4% for professional staff was implemented ranging from 0% to 23.98%.
- FY 2007-2008 – A pay plan averaging 6% was implemented ranging from 0.63% to 22.2%. The Louisiana Legislature appropriated funds for an average 5% faculty pay raise (2.5% across-the-board) and a \$1,500 across-the-board pay raise for the professional staff. The University supplemented both appropriations to bring the total average salary increase to 6%.
- FY 2008-2009 – A pay plan averaging 4% was implemented ranging from 0% to 15%.
- FY 2009-2010 – No pay plan implemented
- FY 2010-2011 – No pay plan implemented

Unclassified Pay Increase Practices Survey

Instructions

This survey is designed to collect information about the past practices commonly used by state agencies and state institutions of higher education when awarding pay increases to unclassified employees. Please note that this is not a survey regarding the impact of current budget reductions. We are requesting information about the policies and practices used in years WHEN pay increases were being awarded under normal circumstances. If you have any questions about this survey, please contact Lori Parker, Assistant Commissioner for Budget Analysis at lori.parker@la.gov or 225-342-4253. Please return your completed survey(s) to the address below or contact Lori Parker to submit your information electronically. Thank you.

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Louisiana Board of Regents
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CONTACT INFORMATION

Name: John Antolik Title: Chief Financial Officer

Agency/Institution Submitting For: LSU Board of Supervisors and System Office

Phone: 225-578-6953 E-mail:

Unclassified Pay Increase Practices Survey

Please indicate which of the following pay increase tools are used by your organization to grant pay increases to REGULAR, FULL-TIME UNCLASSIFIED STAFF, including faculty, medical and teaching professionals, etc.

Name of the Agency, Office, University System, Campus, School etc. to which this response applies (submit separate responses if needed):					
Type of Increase Program Used ¹ (Check all that apply)	Category of Staff Eligible ²	Minimum % Increase Allowable ³	Maximum % Increase Allowable ³	Maximum Frequency Allowable ⁴	% Increase most often awarded in the past 5 years ⁵
Merit Increase					
Variable Increase based on a multi-level performance rating system					
Variable Increase <u>not</u> specifically tied to a performance rating system	X	0%	15%	Annually	4%
Step Increase					
Cost of Living Increase					
Longevity Increase					
Market Adjustment					
Performance Bonus					
Other:					

¹ Any method used to increase the base pay of an employee for continued satisfactory performance in the same job. (excludes increases based on events such as promotions, re-assignment or status changes, attainment of higher credentials, or similar non-recurring events.)

² If different compensation methods are limited to certain types of staff, such as tenured, managerial, support staff, etc. or to employees meeting certain criteria, such as length of service, etc. please indicate that in this column.

³ Minimum or Maximum an employee may receive whenever this particular pay method is used.

⁴ Frequency with which an employee may be granted an increase using this particular pay method (e.g. annually, biannually, etc.).

⁵ Based on all increases actually granted using this pay method from 7/1/05 through 6/30/10, the most common % change in pay that was granted.

Unclassified Pay Increase Practices Survey

Instructions

This survey is designed to collect information about the past practices commonly used by state agencies and state institutions of higher education when awarding pay increases to unclassified employees. Please note that this is not a survey regarding the impact of current budget reductions. We are requesting information about the policies and practices used in years WHEN pay increases were being awarded under normal circumstances. If you have any questions about this survey, please contact Lori Parker, Assistant Commissioner for Budget Analysis at lori.parker@la.gov or 225-342-4253. Please return your completed survey(s) to the address below or contact Lori Parker to submit your information electronically. Thank you.

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CONTACT INFORMATION

Name: David Wessee Title: Vice Chancellor for Finance & Administrative Services

Agency/Institution Submitting For: Louisiana State University at Alexandria

Phone: 318-473-6409 E-mail: dwessee@lsua.edu

Unclassified Pay Increase Practices Survey

Please indicate which of the following pay increase tools are used by your organization to grant pay increases to REGULAR, FULL-TIME UNCLASSIFIED STAFF, including faculty, medical and teaching professionals, etc.

Name of the Agency, Office, University System, Campus, School etc. to which this response applies (submit separate responses if needed):		Category of Staff Eligible ²	Minimum % Increase Allowable ³	Maximum % Increase Allowable ³	Maximum Frequency Allowable ⁴	% Increase most often awarded in the past 5 years ⁵
Type of Increase Program Used ¹ (Check all that apply)						
Merit Increase						
Variable Increase based on a multi-level performance rating system						
Variable Increase <u>not</u> specifically tied to a performance rating system		UNCLASSIFIED	0%	4%	1 year	4% (see next page)
Step Increase						
Cost of Living Increase						
Longevity Increase						
Market Adjustment						
Performance Bonus						
Other:						

¹ Any method used to increase the base pay of an employee for continued satisfactory performance in the same job. (excludes increases based on events such as promotions, re-assignment or status changes, attainment of higher credentials, or similar non-recurring events.)

² If different compensation methods are limited to certain types of staff, such as tenured, managerial, support staff, etc. or to employees meeting certain criteria, such as length of service, etc. please indicate that in this column.

³ Minimum or Maximum an employee may receive whenever this particular pay method is used.

⁴ Frequency with which an employee may be granted an increase using this particular pay method (e.g. annually, biannually, etc.).

⁵ Based on all increases actually granted using this pay method from 7/1/05 through 6/30/10, the most common % change in pay that was granted.

Unclassified Pay Increase Practices Survey (cont'd)

During the most recent 5 previous fiscal years, the pay plans for unclassified staff were as follows:

- FY 2005-2006 - A pay plan averaging 4% but ranging from 2% to 5% based on supervisor evaluations was implemented.
- FY 2006-2007 - A pay plan averaging 4% but ranging from 2% to 5% based on supervisor evaluations was implemented.
- FY 2007-2008 - A pay plan averaging 4% but ranging from 2% to 5% based on supervisor evaluations was implemented.
- FY 2008-2009 - No pay plan was approved.
- FY 2009-2010 - No pay plan was approved.
- FY2010-2011 - No pay plan was approved.

Unclassified Pay Increase Practices Survey

Instructions

This survey is designed to collect information about the past practices commonly used by state agencies and state institutions of higher education when awarding pay increases to unclassified employees. Please note that this is not a survey regarding the impact of current budget reductions. We are requesting information about the policies and practices used in years WHEN pay increases were being awarded under normal circumstances. If you have any questions about this survey, please contact Lori Parker, Assistant Commissioner for Budget Analysis at lori.parker@la.gov or 225-342-4253. Please return your completed survey(s) to the address below or contact Lori Parker to submit your information electronically. Thank you.

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CONTACT INFORMATION

Name: Stephen Parker Title: Comptroller & CFO

Agency/Institution Submitting For: LSU Paul M. Hebert Law Cetrer

Phone: 225-578-8325 E-mail: stephen.parker@law.lsu.edu

Unclassified Pay Increase Practices Survey

Please indicate which of the following pay increase tools are used by your organization to grant pay increases to REGULAR, FULL-TIME UNCLASSIFIED STAFF, including faculty, medical and teaching professionals, etc.

Name of the Agency, Office, University System, Campus, School etc. to which this response applies (submit separate responses if needed):		Category of Staff Eligible ²	Minimum % Increase Allowable ³	Maximum % Increase Allowable ³	Maximum Frequency Allowable ⁴	% Increase most often awarded in the past 5 years ⁵
Type of Increase Program Used ¹ (Check all that apply)						
Merit Increase						
Variable Increase based on a multi-level performance rating system						
Variable Increase <u>not</u> specifically tied to a performance rating system	X	Faculty & Unclassified Staff	0	6.5	Annual	4% see next page
Step Increase						
Cost of Living Increase						
Longevity Increase						
Market Adjustment						
Performance Bonus						
Other:						

¹ Any method used to increase the base pay of an employee for continued satisfactory performance in the same job. (excludes increases based on events such as promotions, re-assignment or status changes, attainment of higher credentials, or similar non-recurring events.)

² If different compensation methods are limited to certain types of staff, such as tenured, managerial, support staff, etc. or to employees meeting certain criteria, such as length of service, etc. please indicate that in this column.

³ Minimum or Maximum an employee may receive whenever this particular pay method is used.

⁴ Frequency with which an employee may be granted an increase using this particular pay method (e.g. annually, biannually, etc.).

⁵ Based on all increases actually granted using this pay method from 7/1/05 through 6/30/10, the most common % change in pay that was granted.

05/06 A pay plan averaging 3.7% and ranging from 1% to 6% was implemented.
06/07 A pay plan averaging 5.3% and ranging from 3% to 10.85% was implemented.
07/08 A pay plan averaging 4.7% and ranging from 3% to 6.5% was implemented.
08/09 A pay plan averaging 3.5% and ranging from 3% to 6.5% was implemented.
09/10 No pay plan was approved.
10/11 No pay plan was approved.

Unclassified Pay Increase Practices Survey

Instructions

This survey is designed to collect information about the past practices commonly used by state agencies and state institutions of higher education when awarding pay increases to unclassified employees. Please note that this is not a survey regarding the impact of current budget reductions. We are requesting information about the policies and practices used in years WHEN pay increases were being awarded under normal circumstances. If you have any questions about this survey, please contact Lori Parker, Assistant Commissioner for Budget Analysis at lori.parker@la.gov or 225-342-4253. Please return your completed survey(s) to the address below or contact Lori Parker to submit your information electronically. Thank you.

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Louisiana Board of Regents
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CONTACT INFORMATION

Name: Michael T. Ferrell_____ Title: Vice Chancellor for Business Affairs_____

Agency/Institution Submitting For: Louisiana State University Shreveport_____

Phone: 318-797-5278_____ E-mail: michael.ferrell@lsus.edu_____

Unclassified Pay Increase Practices Survey

Please indicate which of the following pay increase tools are used by your organization to grant pay increases to REGULAR, FULL-TIME UNCLASSIFIED STAFF, including faculty, medical and teaching professionals, etc.

Name of the Agency, Office, University System, Campus, School etc. to which this response applies (submit separate responses if needed):		Louisiana State University Shreveport			
Type of Increase Program Used ¹ (Check all that apply)	Category of Staff Eligible ²	Minimum % Increase Allowable ³	Maximum % Increase Allowable ³	Maximum Frequency Allowable ⁴	% Increase most often awarded in the past 5 years ⁵
Merit Increase	Unclassified & Faculty	0%	7.49%	When funds are available	2.37%
Variable Increase based on a multi-level performance rating system	Unclassified & Faculty	0%	2.78%	When funds are available	2.28%
Variable Increase <u>not</u> specifically tied to a performance rating system	Unclassified & Faculty	0%	3%	When funds are available	3%
Step Increase					
Cost of Living Increase					
Longevity Increase					
Market Adjustment	Unclassified & Faculty	0%	17.38%	When funds are available	3.59%
Performance Bonus					
Other:					

¹ Any method used to increase the base pay of an employee for continued satisfactory performance in the same job. (excludes increases based on events such as promotions, re-assignment or status changes, attainment of higher credentials, or similar non-recurring events.)

² If different compensation methods are limited to certain types of staff, such as tenured, managerial, support staff, etc. or to employees meeting certain criteria, such as length of service, etc. please indicate that in this column.

³ Minimum or Maximum an employee may receive whenever this particular pay method is used.

⁴Frequency with which an employee may be granted an increase using this particular pay method (e.g. annually, biannually, etc.).

⁵Based on all increases actually granted using this pay method from 7/1/05 through 6/30/10, the most common % change in pay that was granted.

NOTE: The University has had limited funding for the purpose of providing these salary increases over the last five years. Funds for salary increases for faculty have come from direct appropriations from the Legislature for this purpose. Salary increases for unclassified staff have only been granted when Faculty were granted salary increases. In both cases regarding faculty and unclassified staff, all raises came from a set amount that was assigned by the administration to provide these salary increases, regardless of the percentages awarded by the different factors used in determining the individual salary increases.

In regards to Market Adjustment, in 2006-07 we made market adjustment in the neighborhood of \$3,000 each to several librarians who were making 18,000-21,000 per year. Because of their relatively low salary, the calculation of a percentage increase exaggerates the percentage calculation of the actual salary increase.

Any salary increase in excess of 10% had to have written justification and have Presidential approval PRIOR to awarding the salary increase.

Unclassified Pay Increase Practices Survey

List of Salary Increases for period 2005-06 through 2010-2011

Louisiana State University Shreveport

During the most recent 5 previous fiscal years, the pay plans for unclassified staff were as follows:

FY 2005-2006 - No pay plan was approved.

FY 2006-2007 - A pay plan averaging 5%, ranging from 0% to 18.14% based upon supervisor evaluation was implemented. Note: Although an 18.14% salary increase seems exceedingly high, these higher salary increases went to library staff earning an average of \$18,000 - \$20,000 per year.

FY 2007-2008 - A \$1,500 salary increase for unclassified employees per Act 18 of the 2007 Regular Legislative Session and Executive Order KBB 2007-15 plus a pay plan averaging 5% (inclusive of \$1,500 set forth in Act 18), ranging from 0% to 5.62% based upon supervisor evaluation was implemented.

FY 2008-2009 - No pay plan was approved.

FY 2009-2010 - No pay plan was approved.

FY 2010-2011 - No pay plan was approved.

NOTE: The University has had limited funding for the purpose of providing these salary increases over the last five years. Funds for salary increases for faculty have come from direct appropriations from the Legislature for this purpose. Salary increases for unclassified staff have only been granted when Faculty were granted salary increases. In both cases regarding faculty and unclassified staff, all raises came from a set amount that was assigned by the administration to provide these salary increases, regardless of the percentages awarded by the different factors used in determining the individual salary increases.

Any salary increase above 10% requires written justification and advance approval from the LSU System President.

Unclassified Pay Increase Practices Survey

Instructions

This survey is designed to collect information about the past practices commonly used by state agencies and state institutions of higher education when awarding pay increases to unclassified employees. Please note that this is not a survey regarding the impact of current budget reductions. We are requesting information about the policies and practices used in years WHEN pay increases were being awarded under normal circumstances. If you have any questions about this survey, please contact Lori Parker, Assistant Commissioner for Budget Analysis at lori.parker@la.gov or 225-342-4253. Please return your completed survey(s) to the address below or contact Lori Parker to submit your information electronically. Thank you.

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CONTACT INFORMATION

Name: Arlene C. Tucker Title: Vice Chancellor for Business Affairs

Agency/Institution Submitting For: LSU Eunice

Phone: 337-550-1288 E-mail: atucker@lsue.edu

Unclassified Pay Increase Practices Survey

Please indicate which of the following pay increase tools are used by your organization to grant pay increases to REGULAR, FULL-TIME UNCLASSIFIED STAFF, including faculty, medical and teaching professionals, etc.

Name of the Agency, Office, University System, Campus, School etc. to which this response applies (submit separate responses if needed):		Louisiana State University Eunice			
Type of Increase Program Used ¹ (Check all that apply)	Category of Staff Eligible ²	Minimum % Increase Allowable ³	Maximum % Increase Allowable ³	Maximum Frequency Allowable ⁴	% Increase most often awarded in the past 5 years ⁵
Merit Increase	X Unclassified	0%	7%	1 year	0% and 5% (see next page)
Variable Increase based on a multi-level performance rating system	X Unclassified	0%	7%	1 year	0% and 5% (see next page)
Variable Increase <u>not</u> specifically tied to a performance rating system					
Step Increase					
Cost of Living Increase					
Longevity Increase					
Market Adjustment	X Unclassified (Faculty)	See FY 2006-07 on next page for explanation.			
Performance Bonus					
Other:					

¹ Any method used to increase the base pay of an employee for continued satisfactory performance in the same job. (excludes increases based on events such as promotions, re-assignment or status changes, attainment of higher credentials, or similar non-recurring events.)

² If different compensation methods are limited to certain types of staff, such as tenured, managerial, support staff, etc. or to employees meeting certain criteria, such as length of service, etc. please indicate that in this column.

³ Minimum or Maximum an employee may receive whenever this particular pay method is used.

⁴ Frequency with which an employee may be granted an increase using this particular pay method (e.g. annually, biannually, etc.).

⁵ Based on all increases actually granted using this pay method from 7/1/05 through 6/30/10, the most common % change in pay that was granted.

Louisiana State University Eunice

During the previous 5 fiscal years, the pay plans for unclassified staff were as follows:

- FY 2005-2006 – No pay increases given.
- FY 2006-2007 – Faculty received merit salary increases, averaging approximately 5%, based on supervisor evaluations through funding by the State. Additionally, equity adjustments ranging from \$250 to \$1,500 were assigned to faculty at the ranks of instructor and assistant professor since these ranks were 17.1% and 9.1% respectively below the average of their peer institution groups. Professional staff received merit salary increases, averaging approximately 5%, through funding by LSU Eunice.
- FY 2007-2008 – Faculty and professional staff received merit salary increases, averaging approximately 5%, based on supervisor evaluations through funding by the State. This was the first time in 10 years that the State allocated funds (\$1,500 per employee) for a raise for professional staff.
- FY 2008-2009 – Faculty and professional staff received merit salary increases, averaging approximately 3%, based on supervisor evaluations through funding by LSU Eunice.
- FY 2009-2010 – No pay increases given.
- FY 2010-2011 – No pay increases given.

LSUE

LOUISIANA STATE UNIVERSITY AT EUNICE

Office of the Chancellor • Louisiana State University at Eunice • P.O. Box 1129 • Eunice, LA 70535
Phone: (337) 550-1201 • FAX: (337) 546-6620

MEMO TO: Dr. Stephen Guempel, Vice Chancellor for Academic Affairs
Ms. Arlene Tucker, Vice Chancellor for Business Affairs
Ms. Judy Daniels, Vice Chancellor for Student Affairs and Enrollment Services

FROM: Dr. William J. Nunez, III, Chancellor

DATE: July 21, 2008

RE: Distribution of 2008-09 Faculty and Professional Staff Salary Increases

LSUE will be providing a salary increase, averaging approximately 3.0%, campus-wide for its faculty and professional staff in FY 2008-09, and the LSU System guidelines applied (as outlined below) and as communicated in previous Faculty Pay Plan Guidelines.

- The salary increase is primarily applicable to permanent full-time faculty and professional staff positions in the Fiscal Year 2007-08 operating budget and for faculty assigned to those ranks of instructor and above, including personnel with equivalent faculty ranks such as librarians. Salary increases for permanent faculty at less than a 1.0 FTE workload and temporary faculty at a 1.0 FTE workload will also be considered for salary increases by the Vice Chancellor for Academic Affairs in consultation with the appropriate divisional supervisor.
- Raises shall be distributed according to merit as previously mandated by the legislature and Regents and as communicated by the System in prior communications on salary guidelines.
- Raises for eligible faculty and professional staff must average approximately 3%, but all eligible faculty or professional staff do not have to receive any merit pay raise. However, the decision not to assign any raise for a faculty/professional employee must be accompanied by a brief justification statement. Recommendations for salary increments exceeding 6% must be accompanied by a brief statement of justification.

Therefore, I am assigning the following campus plan for implementation of the salary increase for FY 2008-09:

1. The salary for a new hire is assumed to be competitive. Therefore, full-time faculty/professional staff had to at least be present before the onset of the Spring 2008 semester (before January 1, 2008) to be eligible for any of these funds: and, only

- faculty/professional staff who were included in the evaluation process for AY 2007-08 can be considered for salary increases of 3% or more. Additionally, as communicated by the System Office (attached) "... employees receiving a salary adjustment, other than for equity purposes that was effective within six months of the effective date of their campus pay plan are not considered eligible ...".
2. Electronic worksheets, listing all eligible faculty/professional staff in each unit (as appropriate), are available from the Vice Chancellor for Business Affairs Office to assist in the submission of your recommendations. NB. Contact Ms. Debbie Leonards (ext. 288) for your "electronic worksheets," beginning on July 22, 2008.
 3. An annualized percentage of 3% of the total salary of the eligible faculty/staff (less the exceptions outlined previously) will be distributed to each division/supervisor for merit increases. The Vice Chancellor for Academic Affairs and division heads are to use the 2007-08 annual evaluation information to develop recommendations for their faculty in keeping with the merit raise process established by each academic division. In like fashion, professional staff supervisors are also to use the 2007-08 annual evaluation information to develop their raise recommendation(s). No division head/supervisor is allowed to exceed the assigned 3% equivalent for their unit or division in making increment recommendations for faculty/professional staff raises.
 4. The recommendations submitted by each administrative unit are subject to revision and approval by this office, President Lombardi, and, ultimately, the LSU Board of Supervisors and the Board of Regents. Therefore, the recommendations submitted by all units are preliminary and are not appropriate for distribution. We will distribute information to each person as soon as all approvals have been received from the LSU System which we hope will occur at the August 2008 Board of Supervisors meeting. Regardless, all raises will be retroactive to the onset of the 2008-09 AY/FY, as applicable.
 5. The completed electronic worksheets for faculty, librarians, and/or professional staff should be submitted to the Chancellor's Office by July 30, 2008.

rlg

c: Ron Wright

**Louisiana State University System**

3810 West Lakeshore Drive
Baton Rouge, Louisiana 70808

Office of the Executive Vice President

225 / 578-6935

225 / 578-5524 fax

July 17, 2008

Memo To: Dr. Lombardi

From: John Antolik

Re: Campus Pay Plans

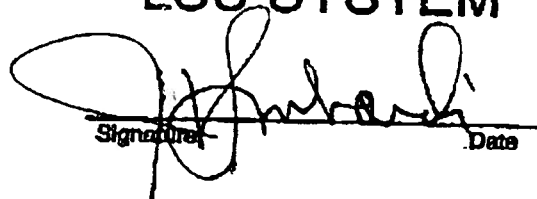
Senior staff have reviewed the proposed salary plans submitted for 2008-09 and recommend approval of the plans conditional on the campuses adhering to the following language.

To be eligible for consideration of a salary increase the following guidelines must be met:

- (1) For pay plans effective July 1, 2008 or the start of the academic year employees must have been hired before January 1, 2008.
- (2) For pay plans effective October 1, 2008 employees must have been hired before April 1, 2008.
- (3) For pay plans effective January 1, 2009 employees must have been hired before July 1, 2008.

In addition, employees receiving a salary adjustment other than for equity purposes that was effective within six months of the effective date of their campus pay plan are not considered eligible but will be reviewed and approved by the President on a case by case basis.

**APPROVED
LSU SYSTEM**


Signature _____ Date _____

Louisiana State University & Agricultural and Mechanical College
LSU at Alexandria • LSU at Eunice • University of New Orleans • LSU in Shreveport • Herbert Law Center • LSU Agricultural Center
Pennington Biomedical Research Center • LSU Health Sciences Center - New Orleans • LSU Health Sciences Center - Shreveport • LSU Health Care Services Division

LSUE

LOUISIANA STATE UNIVERSITY AT EUNICE

Office of the Chancellor • Louisiana State University at Eunice • P. O. Box 1129 • Eunice, LA 70535
Phone: (337) 550-1201 • FAX: (337) 546-6620

MEMO TO: Dr. Stephen Guempel, Vice Chancellor for Academic Affairs
Ms. Arlene Tucker, Vice Chancellor for Business Affairs

FROM: Dr. William J. Nunez, III, Chancellor *William J. Nunez, III*

DATE: July 9, 2007

RE: Distribution of 2007-08 Faculty and Professional Staff Salary Increases

LSUE will be providing a salary increase, averaging approximately 5.0%, campus-wide for its faculty and professional staff in FY 2007-08, and the guidelines applied (as outlined below) by the LSU System and communicated by President William Jenkins in his 2007-2008 Faculty Pay Plan Guidelines.

- The salary increase is primarily applicable to permanent full-time faculty and professional staff positions in the Fiscal Year 2006-07 operating budget and for faculty assigned to those ranks of instructor and above, including personnel with equivalent faculty ranks such as librarians. Salary increases for permanent faculty at less than a 1.0 FTE workload and temporary faculty at a 1.0 FTE workload will also be considered for salary increases by the Vice Chancellor for Academic Affairs in consultation with the appropriate divisional supervisor.
- Raises shall be distributed according to cost-of-living (2.5%) and merit (2.5%) as mandated by the legislature and Regents and as communicated by the President in his communications on salary guidelines.
- Raises for eligible faculty and professional staff must average approximately 5%, but while all eligible full-time faculty will receive a 2.5 % cost-of-living (COLA) increment and staff will all be assigned a \$1500 increment for the year, neither faculty nor professional staff have to receive any merit pay raise. However, the decision not to assign any raise for a faculty/professional employee must be accompanied by a brief justification statement. Recommendations for salary increments exceeding 7% must be accompanied by a brief statement of justification.

Therefore, I am assigning the following campus plan for implementation of the salary increase for FY 2007-08:

1. The salary for a new hire is assumed to be competitive. Therefore, full-time faculty/professional staff had to at least be present before the onset of the Spring 2007 semester to be eligible for any of these funds; and, only faculty/professional staff who

were included in the evaluation process for AY 2006-07 can be considered for salary increases of 5% or more.

2. Electronic worksheets, listing all eligible faculty/professional staff in each unit (as appropriate), are available from the Vice Chancellor for Business Affairs Office to assist in the submission of your recommendations. **NB**. Contact Ms. Debbie Leonards (ext. 288) for your "electronic worksheets."
3. An annualized percentage of 5% of the total salary of the eligible faculty/staff (less the exceptions outlined previously) will be distributed to each division/supervisor for merit increases. The Vice Chancellor for Academic Affairs and division heads are to use the 2006-07 annual evaluation information to develop recommendations for their faculty in keeping with the merit raise process established by each academic division. In like fashion, professional staff supervisors are also to use the 2006-07 annual evaluation information to develop their raise recommendation(s). No division head/supervisor is allowed to exceed the assigned 5% equivalent for their unit or division in making increment recommendations for faculty/professional staff raises.
4. The recommendations submitted by each administrative unit are subject to revision and approval by this office, President Jenkins, and, ultimately, the LSU Board of Supervisors and the Board of Regents. Therefore, the recommendations submitted by all units are preliminary and are not appropriate for distribution. We will distribute information to each person as soon as all approvals have been received from the LSU System which is expected to occur at the August 2007 Board of Supervisors meeting. Regardless, all raises will be retroactive to the onset of the 2007-08 AY/FY, as applicable.
5. The completed electronic worksheets for faculty, librarians, and/or professional staff should be submitted to the Chancellor's Office by July 11, 2007.

tlq

LSUE

LOUISIANA STATE UNIVERSITY AT EUNICE

Office of the Chancellor • Louisiana State University at Eunice • P. O. Box 1129 • Eunice, LA 70535
Phone: (337) 550-1201 • FAX: (337) 546-6620

MEMO TO: Dr. Stephen Guempel, Vice Chancellor for Academic Affairs
Ms. Arlene Tucker, Vice Chancellor for Business Affairs ✓
Dr. John Couvillion, Vice Chancellor for Student Affairs

FROM: Dr. William J. Nunez, III, Chancellor

DATE: July 6, 2006

RE: Distribution of 2006-07 Faculty and Professional Staff Salary Increases

LSUE will be providing a salary increase, averaging approximately 5.0%, campus-wide for its faculty and professional staff in FY 2005-06, and the guidelines applied (as outlined below) by the LSU System and communicated by President William Jenkins in his July 5, 2006, memorandum on the 2006-2007 operating budget.

- The salary increase is primarily applicable to permanent full-time faculty and professional staff positions in the Fiscal Year 2005-06 operating budget and for faculty assigned to those ranks of instructor and above, including personnel with equivalent faculty ranks such as librarians. Salary increases for permanent faculty at less than a 1.0 FTE workload and temporary faculty at a 1.0 FTE workload will also be considered for salary increases by the Vice Chancellor for Academic Affairs in consultation with the appropriate divisional supervisor.
- Raises shall be distributed according to merit as mandated by the legislature and Regents and as communicated by the President in his communication on salary guidelines.
- Raises for eligible faculty and professional staff must average approximately 5%, but all eligible faculty/staff do not have to receive any merit pay raise. However, the decision not to assign any raise for a faculty/professional employee must be accompanied by a brief justification statement. Recommendations for salary increments exceeding 7% must also be accompanied by a brief statement of justification.

Therefore, I am assigning the following campus plan for implementation of the salary increase for FY 2006-07:

1. The salary for a new hire is assumed to be competitive. Therefore, full-time faculty/professional staff had to at least be present at the onset of the Spring 2006 semester to be eligible for any of these funds; and, only faculty/professional staff who

were included in the evaluation process for AY 2005-06 can be considered for salary increases of 5% or more.

2. Electronic worksheets, listing all eligible faculty/professional staff in each unit (as appropriate), are available from the Vice Chancellor for Business Affairs Office to assist in the submission of your recommendations. **NB.** Contact Ms. Debbie Leonards (ext. 288) for your "electronic worksheets."
3. An annualized percentage of 5% of the total salary of the eligible faculty/staff (less the exceptions outlined previously) will be distributed to each division/supervisor for merit increases. The Vice Chancellor for Academic Affairs and division heads are to use the 2005-06 annual evaluation information to develop recommendations for their faculty in keeping with the merit raise process established by each academic division. In like fashion, professional staff supervisors are also to use the 2005-06 annual evaluation information to develop their raise recommendation(s). No division head/supervisor is allowed to exceed the assigned 5% equivalent for their unit or division in making increment recommendations for faculty/professional staff raises.
4. The recommendations submitted by each administrative unit are subject to revision and approval by this office, President Jenkins, and, ultimately, the LSU Board of Supervisors and the Board of Regents. Therefore, the recommendations submitted by all units are preliminary and are not appropriate for distribution. We will distribute information to each person as soon as all approvals have been received from the LSU System which is expected to occur at the August 2006 Board of Supervisors meeting. Regardless, all raises will be retroactive to the onset of the 2006-07 AY/FY, as applicable.
5. The completed electronic worksheets for faculty, librarians, and/or professional staff should be submitted to the Chancellor's Office by July 21, 2006.

lst

cc: Dr. James Robinson, LSUE Faculty Senate Chair
Ms. Shavon Ardoin, LSUE Staff Senate Chair

Ron Wright
Jeff Willis

Unclassified Pay Increase Practices Survey

Instructions

This survey is designed to collect information about the past practices commonly used by state agencies and state institutions of higher education when awarding pay increases to unclassified employees. Please note that this is not a survey regarding the impact of current budget reductions. We are requesting information about the policies and practices used in years WHEN pay increases were being awarded under normal circumstances. If you have any questions about this survey, please contact Lori Parker, Assistant Commissioner for Budget Analysis at lori.parker@la.gov or 225-342-4253. Please return your completed survey(s) to the address below or contact Lori Parker to submit your information electronically. Thank you.

Lori Parker, Assistant Commissioner for Budget Analysis
Louisiana Board of Regents
P O Box 3677
Baton Rouge, LA 70821-3677

CONTACT INFORMATION

Name: Mark Alise Title: Interim Associate Executive Director of Administration and Finance

Agency/Institution Submitting For: Pennington Biomedical Research Center

Phone: 225-763-2571 E-mail: Mark.Alise@pbrc.edu

Unclassified Pay Increase Practices Survey

Please indicate which of the following pay increase tools are used by your organization to grant pay increases to REGULAR, FULL-TIME UNCLASSIFIED STAFF, including faculty, medical and teaching professionals, etc.

Name of the Agency, Office, University System, Campus, School etc. to which this response applies (submit separate responses if needed):		Minimum % Increase Allowable ³	Maximum % Increase Allowable ³	Maximum Frequency Allowable ⁴	% Increase most often awarded in the past 5 years ⁵
Type of Increase Program Used ¹ (Check all that apply)	Category of Staff Eligible ²				
Merit Increase	Unclassified Staff	0%	5 to 9%*	1 Year	3 to 5% *
Variable Increase based on a multi-level performance rating system	Faculty	0%	5 to 9%*	1 Year	3 to 5% *
Variable Increase <u>not</u> specifically tied to a performance rating system					
Step Increase					
Cost of Living Increase					
Longevity Increase					
Market Adjustment					
Performance Bonus					
Other:					
*See attached details.					

¹ Any method used to increase the base pay of an employee for continued satisfactory performance in the same job. (excludes increases based on events such as promotions, re-assignment or status changes, attainment of higher credentials, or similar non-recurring events.)

² If different compensation methods are limited to certain types of staff, such as tenured, managerial, support staff, etc. or to employees meeting certain criteria, such as length of service, etc. please indicate that in this column.

³ Minimum or Maximum an employee may receive whenever this particular pay method is used.

⁴ Frequency with which an employee may be granted an increase using this particular pay method (e.g. annually, biannually, etc.).

⁵ Based on all increases actually granted using this pay method from 7/1/05 through 6/30/10, the most common % change in pay that was granted.

Unclassified faculty and staff pay plans for the past 5 fiscal years are as follows:

FY 2005-2006 – Pay plan averaging 3% but ranging from 0% to 5%.
75% of increases coming from grants and contracts.

FY 2006-2007 - Pay plan averaging 5% but ranging from 0% to 9%.
73% of increases coming from grants and contracts.

FY 2007-2008 - Pay plan averaging 5% but ranging from 0% to 8%.
75% of increases coming from grants and contracts.

FY 2008-2009 - Pay plan averaging 3% but ranging from 0% to 5%.
70% of increases coming from grants and contracts.

FY 2009-2010: No pay plan was approved.

POLICY AND PROCEDURE MANUAL

PBRC		POLICY NO. 919.00
Section:	ADMINISTRATION	Effective Date: 03/01/2004
Subject:	EMPLOYEE DEVELOPMENT (UNCLASSIFIED EMPLOYEES)	REVIEW: 05/13/2008 REVISION #: 1
Source:	HUMAN RESOURCE MANAGEMENT	REVISED: 05/13/2008

PURPOSE

This policy was developed to maintain a management system for the development of administrative, professional, and other academic employees. The employee development system represents a continuous process of preparation, communication, evaluation, development, recognition and reward between the employee and the supervisor within the laboratory/unit. The employee development documentation represents an agreement between the employee and supervisor of the critical functions of the position, how well the employee is accomplishing the functions, and future goals and training. Once complete the employee development documentation becomes a part of the employee's permanent personnel file.

TYPES OF EMPLOYEES

Employee: An individual currently employed by PBRC with a full-time appointment of at least 180 days.

Professional: Administrative officers and professional staff as well as all employees exempt from the provisions of the Louisiana State Civil Service System. Employees in this category are sometimes referred to as "unclassified."

Other Academic: Part-time members of the academic staff and full-time members of the academic staff below the rank of instructor, or equivalent. It includes employees with academic responsibilities who do not hold faculty rank such as teaching, research, and library associates; postdoctoral researchers; and lecturers.

NOTE: This policy does not apply to faculty members or classified employees.

POLICY

Supervisors are responsible for the development of their employees and are required to give guidance, provide training, and address issues of not meeting expectations. Supervisors are also given the opportunity for their own development and should have goals based on how well they manage the development of their subordinates. The employee development sessions should be conducted annually.

FACULTY MERIT INCREASE

RATING SCALE:

Grants/Contracts and Publication Categories 1 (highest) to 5 (least)

Grants/Contracts Criteria

- Number of grants/contract proposals (including renewals) submitted in previous fiscal year.
- Number of grants/contracts awarded in previous fiscal year.
- Current grant dollars include remaining grant dollars for ongoing awards plus new award for new fiscal year.

Publication Criteria

- Publications = Total peer reviewed publications plus chapters and books (excludes abstracts, “in-press” publications) in two previous fiscal years.
- Mean Impact Factor = Computation includes only journal articles that had impact factors in two previous fiscal years.
- Life Citations = Only for articles tracked in ISI, an online citation database with multidisciplinary coverage of over 10,000 high-impact journals.
- Hirsch Index = Based on distribution of citations and reflects the number of publications and the number of citations per publication.

Institutional Involvement & Postdoctoral Training Categories 1 (highest) to 3 (least)

Institutional Involvement Criteria

- Involvement in promoting PBRC locally, nationally and internationally.
- Involvement on institutional committees.
- Involvement in funding raising efforts.
- Involvement in recruitment of future faculty.

Postdoctoral Training Criteria

- Involved with mentoring postdoctoral fellows whom are potential future faculty.
- Involved in presenting training sessions for postdoctoral fellows.
- Involved in recruiting future postdoctoral fellows.

EMPLOYEE DEVELOPMENT
(Unclassified Employees Only)

Complete and return to Human Resource Management.

EMPLOYEE:

Name: _____

Title: _____

Unit: _____

SUPERVISOR:

Name: _____

Title: _____

Unit: _____

SECTION I: To be completed by the employee and discussed with supervisor.

A. Discuss accomplishments made in the last year. Include any obstacles in accomplishing last year's goals.

B. Discuss the major goals you would like to accomplish in the coming year.

SECTION II: To be completed by supervisor and discussed with the employee.

In the section provide below please describe the employee's strengths, opportunities for improvement, any specific expectations for the next year, and general assessment of the past year's accomplishments. (See page three for topics you may want to consider before drafting your comments.)

Supervisor Comments:

Supervisor Signature and Date

Employee Signature and Date

Below is a list of things to consider when developing your comments.

1. General Operations:

- a. Has adequate technical expertise in subject matter and operational skills to accomplish job duties.
- b. Sees that work of self and/or subordinates or unit is accomplished in a timely manner and is of good quality.
- c. Designs workflow, methods, and procedures which take into consideration impact on the unit and the whole organization.
- d. Makes effective use of available technology.

2. Working Relationships:

- a. Maintains effective relations with supervisor, subordinates (if any), administrators, clientele, coworkers, peers, and other offices.
- b. Maintains a service-oriented philosophy. Is a team player.
- c. Maintains open and effective communications.

3. Planning:

- a. Makes effective short-term plans.
- b. Anticipates long-range challenges and opportunities.
- c. Establishes appropriate goals and follows through.
- d. Uses realistic work methods and timetables for achieving goals.
- e. Gets input from others as appropriate.
- f. Looks for innovative ideas.
- g. Adapts well to organizational change and new ideas, methods, and approaches.

4. Professionalism:

- a. Represents the organization in a positive manner.
- b. Respects and follows internal policies, procedures, and work rules.
- c. Effectively utilizes financial resources, human resources, equipment and facilities.
- d. Maintains a professional atmosphere in the office.
- e. Ensures that work produced is professional in nature and appearance.

5. Leadership and Supervision (if applicable):

- a. Motivates employees.
- b. Practices management principles that facilitate the development of employees in terms of their productivity and ability to contribute to the overall mission of the organization.
- c. Leads by example.
- d. Evaluates subordinate performance effectively.
- e. Addresses performance problems and recognizes good work.
- f. Provides adequate training for employees.

Unclassified Pay Increase Practices Survey

Instructions

This survey is designed to collect information about the past practices commonly used by state agencies and state institutions of higher education when awarding pay increases to unclassified employees. Please note that this is not a survey regarding the impact of current budget reductions. We are requesting information about the policies and practices used in years **WHEN** pay increases were being awarded under normal circumstances. If you have any questions about this survey, please contact Lori Parker, Assistant Commissioner for Budget Analysis at lori.parker@la.gov or 225-342-4253. Please return your completed survey(s) to the address below or contact Lori Parker to submit your information electronically. Thank you.

Lori Parker, Assistant Commissioner for Budget Analysis

Louisiana Board of Regents

P O Box 3677

Baton Rouge, LA 70821-3677

CONTACT INFORMATION

Name: _Terry Ullrich_ Title: _Assistant Vice Chancellor for Administration and Finance

Agency/Institution Submitting For: LSU Health Sciences Center-New Orleans ____

Phone: _ (504) 568-5135_ E-mail: tullri@lsuhsc.edu

Unclassified Pay Increase Practices Survey

Please indicate which of the following pay increase tools are used by your organization to grant pay increases to REGULAR, FULL-TIME UNCLASSIFIED STAFF, including faculty, medical and teaching professionals, etc.

Name of the Agency, Office, University System, Campus, School etc. to which this response applies (submit separate responses if needed):					
Type of Increase Program Used ¹ (Check all that apply)	Category of Staff Eligible ²	Minimum % Increase Allowable ³	Maximum % Increase Allowable ³	Maximum Frequency Allowable ⁴	% Increase most often awarded in the past 5 years ⁵
Merit Increase					
Variable Increase based on a multi-level performance rating system					
Variable Increase not specifically tied to a performance rating system	✓ Unclassified	0%	10%*	1 year	4%
Step Increase					
Cost of Living Increase					
Longevity Increase					
Market Adjustment					
Performance Bonus					
Other:					

¹ Any method used to increase the base pay of an employee for continued satisfactory performance in the same job. (excludes increases based on events such as promotions, re-assignment or status changes, attainment of higher credentials, or similar non-recurring events.)

² If different compensation methods are limited to certain types of staff, such as tenured, managerial, support staff, etc. or to employees meeting certain criteria, such as length of service, etc. please indicate that in this column.

³ Minimum or Maximum an employee may receive whenever this particular pay method is used.

⁴ Frequency with which an employee may be granted an increase using this particular pay method (e.g. annually, biannually, etc.).

⁵ Frequency with which an employee may be granted an increase using this particular pay method (e.g. annually, biannually, etc.).

⁶ Based on all increases actually granted using this pay method from 7/1/05 through 6/30/10, the most common % change in pay that was granted.

*** Generally 10% would be the maximum increase, but the lower the salary the less relative benefit a 10% increase provides and with compelling justifications exceptions are considered by the Chancellor. "Equity" considerations or significant "duty/responsibility" changes might also necessitate the Chancellor to consider exceptions to the general rule.**

Unclassified Pay Increase Practices Survey (Continued)

During the most recent five fiscal years, the pay plans for unclassified staff were as follows:

FY 2005-2006	A pay plan averaging 1.37% was implemented based on supervisor evaluations.
FY 2006-2007	A pay plan averaging 4.76% was implemented based on supervisor evaluations.
FY 2007-2008	A pay plan averaging 5.63% was implemented. Increases included a faculty pay plan averaging 5%. One-half of the funds provided to each campus for the faculty pay plan were distributed on an across-the-board basis to all full-time faculty. A \$1,500 across the board cost of living increase for faculty, professional and classified staff was funded by the legislature.
FY 2008-2009	A pay plan averaging 4.29% was implemented based on supervisor evaluations.
FY 2009-2010	No Pay Plan was approved
FY 2010-2011	No Pay Plan was approved

Unclassified Pay Increase Practices Survey

Instructions

This survey is designed to collect information about the past practices commonly used by state agencies and state institutions of higher education when awarding pay increases to unclassified employees. Please note that this is not a survey regarding the impact of current budget reductions. We are requesting information about the policies and practices used in years WHEN pay increases were being awarded under normal circumstances. If you have any questions about this survey, please contact Lori Parker, Assistant Commissioner for Budget Analysis at lori.parker@la.gov or 225-342-4253. Please return your completed survey(s) to the address below or contact Lori Parker to submit your information electronically. Thank you.

Lori Parker, Assistant Commissioner for Budget Analysis
Louisiana Board of Regents
P O Box 3677
Baton Rouge, LA 70821-3677

CONTACT INFORMATION

Name: Harold White **Title:** Vice Chancellor of Business and Reimbursements

Agency/Institution Submitting For: LSU Health Sciences Center at Shreveport [HSC-S, EACMC, and HPLMC]

Phone: 318.675-7655

E-mail: hwhite@lsuhsc.edu

Unclassified Pay Increase Practices Survey

Please indicate which of the following pay increase tools are used by your organization to grant pay increases to REGULAR, FULL-TIME UNCLASSIFIED STAFF, including faculty, medical and teaching professionals, etc.

Name of the Agency, Office, University System, Campus, School etc. to which this response applies (submit separate responses if needed):		LSU Health Sciences Center at Shreveport [HSC-S, EACMC, and HPLMC]			
Type of Increase Program Used ¹ (Check all that apply)	Category of Staff Eligible ²	Minimum % Increase Allowable ³	Maximum % Increase Allowable ³	Maximum Frequency Allowable ⁴	% Increase most often awarded in the past 5 years ⁵
Merit Increase					
Variable Increase based on a multi-level performance rating system					
Variable Increase <u>not</u> specifically tied to a performance rating system	X Faculty and Unclassified	0.00%	14.75%	Annual	5.00%
Step Increase					
Cost of Living Increase					
Longevity Increase					
Market Adjustment					
Performance Bonus					
Other: Faculty Raise Pool [State]	X Faculty	0.00%	5.00%	Annual	5.00%

¹ Any method used to increase the base pay of an employee for continued satisfactory performance in the same job. (excludes increases based on events such as promotions, re-assignment or status changes, attainment of higher credentials, or similar non-recurring events.)

² If different compensation methods are limited to certain types of staff, such as tenured, managerial, support staff, etc. or to employees meeting certain criteria, such as length of service, etc. please indicate that in this column.

³ Minimum or Maximum an employee may receive whenever this particular pay method is used.

⁴ Frequency with which an employee may be granted an increase using this particular pay method (e.g. annually, biannually, etc.).

⁵ Based on all increases actually granted using this pay method from 7/1/05 through 6/30/10, the most common % change in pay that was granted.

Unclassified Pay Increase Practices Survey (cont'd)

LSU Health Sciences Center at Shreveport [HSC-S, EACMC and HPLMC]

During the most recent 5 previous fiscal years, the pay plans for unclassified staff were as follows:

- FY 2005-2006 – Pay plan averaging 4.00% [HPLMC only]
- FY 2006-2007 – Pay plan averaging 5.00% effective July 1, 2006
- FY 2007-2008 – Pay plan averaging 5.00% effective July 1, 2007
[includes \$1,500 per qualified employee as provided by state]
- FY 2008-2009 – Pay plan averaging 5.00% effective July 1, 2008
- FY 2009-2010 – No pay plan was approved
- FY 2010-2011 – No pay plan was approved

During the most recent 5 previous fiscal years, the pay plans for Faculty were as follows:

- FY 2005-2006 – No pay plan was approved
- FY 2006-2007 – Faculty State Pay Plan averaging 5.24% effective July 1, 2006
- FY 2007-2008 – Faculty State Pay Plan averaging 5.00% effective July 1, 2007
- FY 2008-2009 – Pay plan averaging 5.00% effective July 1, 2008
- FY 2009-2010 – No pay plan was approved
- FY 2010-2011 – No pay plan was approved

Per the instructions, the above information excludes pay events such as promotions, counter offers, and similar non – recurring events.

***Louisiana State University Health Sciences Center at Shreveport**

Board of Regents Faculty Pay Plan Distribution

The LSU Health Sciences Center at Shreveport submits the following plan for implementation of the faculty salary adjustments contained in HB1 and effective July 1, 2006. The 2006-07 Faculty Pay Plan Distribution developed and adopted by the Board of Regents pursuant to HB 1 is the basis for the campus plan. Eligible employees are defined in the Regents' plan as Faculty, Research Associates and Library Associates with the primary functions of Instruction and Research only. The function was determined by funding source. The Regents' faculty pay plan distribution assumes average salary increases of 5.24% and 22% fringe benefit on operating budget salary portion only. Calculated using these variables, the Faculty Pay Plan allocation to LSUHSC-S is \$1,679,935.

Within the framework of the Regents' distribution plan, LSUHSC-S identified by department all eligible Faculty, Research Associates and Library Associates whose functions by funding source are instruction and research. Further, LSUHSC-S made a hire date of on or before December 31, 2005, an element of eligibility in its campus plan. The \$1,679,935 available to LSUHSC-S will be allocated to academic departments as a pool of funds. The amount an academic department receives will be 5.24% of the operating budget salaries of its eligible Faculty, Research Associates and Library Associates. Academic department heads will be responsible for determining the raises for departmental Faculty, Research Associates and Library Associates within the departmental cap of 5.24% of the operating budget salaries of the eligible group. The Dean of the respective schools will have responsibility for determining the pay increases to department heads. The Chancellor will be responsible for determining the raises for academic department heads.

The Chancellor will distribute campus-wide guidelines to be considered in determining raises among faculty in the departmental pools. Guidelines will take into account performance, equity and market conditions, which include SREB averages.

*Includes both Shreveport and Conway

***Louisiana State University Health Sciences Center at Shreveport**

Campus Initiative to Address Board of Regents Pay Plan Distribution Omissions

Because of the unique faculty structure within the academic health sciences center, groups of valuable faculty at LSUHSC-S are not covered under the Board of Regents Faculty Pay Plan Distribution. Therefore, LSUHSC-S has developed a supplemental faculty adjustment plan to address these faculty groups. These proposed pay adjustments will be funded from sources of revenue other than the pool of money provided through HB1 for faculty raises. This campus supplemental plan is restricted to adjustments for Faculty, Research Associates and Library Associates who otherwise meet the criteria established in the Regents' plan but whose (1) salaries are not charged to the operating budget, (2) classification of faculty is other than instruction or research, or (3) percentage of effort is from 51-99%. These part-time individuals are covered under state retirement provisions, which is the rationale for including them in the proposed supplemental plan. Funds to increase salaries for these groups will be subject to the same stringent controls and averages contained in the Regents' plan.

In addition LSUHSC-S proposes to carve out funds to support salary adjustments averaging 5% plus sufficient amounts to address internal and external equity issues for its unclassified staff. The last raises for members of this professional class of support employees as a group were granted in FY2004-05.

***Includes Shreveport and Conway**

***Louisiana State University Health Sciences Center at Shreveport**

FY 2007-2008 Faculty and Unclassified Pay Plan

Board of Regents Faculty Pay Plan

The 2007-08 Faculty Pay Plan Distribution developed and adopted by the Board of Regents pursuant to HB 1 is the basis for the campus plan. The Regents' faculty pay plan distribution assumes average salary increases of 5.00% including 18.0% fringe benefit cost on operating budget salary portion only. Calculated using these variables, the Faculty Pay Plan total allocation to LSUHSC-S was \$1,913,666.

The LSU Health Sciences Center at Shreveport submits the following plan for implementation of the faculty salary adjustments contained in HB1 and effective July 1, 2007.

The Board of Regents pool of funds is available only for academic faculty whose primary function is instruction and/or research, librarians and clinical/research associates. Language in the HB 1 specifies that each institution shall allocate one-half of the funds for an across-the-board pay increase and the one-half remaining balance of funds are to be allocated in accordance with a plan which considers factors as performance, SREB faculty salary averages, etc. Eligible full-time faculty shall be those that have been employed for more than six months.

Within the framework of the Regents' distribution plan, LSUHSC-S identified by department all eligible Faculty, Clinical Associates, Research Associates and Librarians whose primary functions by funding source are instruction and research. Further, LSUHSC-S made a hire date of on or before December 31, 2006, an element of eligibility in its campus plan. The \$1,913,666 available to LSUHSC-S will be allocated to academic departments as a pool of funds[less 18% related benefits]. The amount of funding from the BOR pool an academic department receives will be 4.92% of the operating budget salaries of the eligible Faculty, Clinical Associates, Research Associates and Librarians.

Academic department heads will be responsible for determining the total percentage increase for departmental Faculty, Clinical Associates, Research Associates and Librarians. The Dean of the respective schools will have responsibility for determining the total percentage increases to department heads. The Chancellor will be responsible for determining the total percentage increases for academic department heads.

***Includes both Shreveport and Conway**

***Louisiana State University Health Sciences Center at Shreveport**

FY 2007-2008 Faculty and Unclassified Pay Plan

Chancellor Faculty Pay Plan

Because of the unique faculty structure within the academic health sciences center, groups of valuable faculty at LSUHSC-S are not covered under the Board of Regents Faculty Pay Plan Distribution. Therefore, LSUHSC-S developed a supplemental faculty adjustment plan to address these faculty groups. These proposed pay adjustments will be funded from sources of revenue [3% Formula Funding Allocation] other than the pool of money provided through HB1 for faculty raises. This campus supplemental plan is restricted to adjustments for Faculty, Clinical Associates, Research Associates and Librarians who otherwise meet the criteria established in the Regents' plan but whose (1) classification of faculty is other than instruction or research and (2) percentage of effort is less than 100%. This pool of funds can also be used to supplement the amounts available from the BOR pool of funds to address factors such as performance, SREB faculty salary averages, etc. Eligible full-time faculty shall be those that have been employed for more than six months.

Legislative and Chancellor Unclassified Pay Plan

In addition LSUHSC-S proposes to carve out funds to support salary adjustments averaging 5% plus sufficient amounts to address internal and external equity issues for its unclassified staff. The total recommendations include the Legislative mandated \$1,500 annual increase.

*Includes Shreveport and Conway



Louisiana State University System

3810 West Lakeshore Drive
Baton Rouge, Louisiana 70808

Office of the President

225 / 578-2111
225 / 578-5524 fax

July 13, 2007

TO: LSU System Chancellors
SUBJECT: 2007-2008 Operating Budget

The Board of Supervisors will consider the 2007-2008 operating budget at the August 16-17, 2007 meeting. Assistant Vice President Antolik will summarize the significant issues in the budget in a presentation to the board. The printed 2007-2008 operating budget will again consist of the budget forms issued by the Board of Regents.

Budget materials will be due in the System Office no later than July 31, 2007, with the mail-out to the Board on August 8, 2007. The Board of Regents forms and instructions are located at the following web site: <http://www.regents.state.la.us/Finance/borforms.htm>. Please follow their instructions very carefully. We have been asked not to make any changes to the forms without approval from Board of Regents staff.

Chancellor's Narrative

Each Chancellor must provide a short summary (no more than two pages) of the 2007-2008 budget. Your narrative will explain how you applied available resources to advance the mission of your campus. Special attention should be focused on how you used the funds to bring your campus up to full funding (or how your campus allocated the 3% flexible funds for those campuses at or above full funding). For example, you should explain how you allocated these funds to achieve campus goals and objectives, to make progress towards System Strategic Objectives, to make improvements to your graduation and retention rates, etc.. Finally, any significant internal reallocation of existing funds must be discussed in a separate section of the narrative.

Auxiliary Enterprises

Prepare a summary report on each of your auxiliary enterprises that includes total and available cash balances (estimated) as of June 30, 2007, and which shows the planned uses of these balances. For each auxiliary that is in a deficit posture, you must explain the cause of the deficit and submit a specific plan to restore profitability.

Your budget should not include transfers from the auxiliaries whose net effect is to reduce fund balances without my approval.

Appropriated Line Items

If your campus received a separate "line item" appropriation in HB 1 or received a distribution from a pool appropriated to the Board of Regents you must complete the enclosed Appropriation Detail Form for each such line item. This form will summarize proposed and, if appropriate, prior year budgets highlighting differences and providing details on the use of funds.

LSU System Expenses - Campus Charges

Please budget the appropriate charge for your campus from the table below. These funds are used to offset expenses incurred by the LSU System and Board of Supervisors operation. The System charge for Huey P. Long Medical Center will be isolated from the HCSD amount shown below at a later date. Also, as a result of budgetary uncertainties associated with the changing of the System President, these amounts may be amended during the year.

**Louisiana State University System
Campus Charges for Fiscal Year 2007-2008
Based on Fiscal Year 2005-2006
Actual Revenues By Campus (From Analysis C-1 of the Financial Report)**

	Unrestricted	Restricted	Total	Campus Charge
LSU	\$ 367,822,853	\$ 339,901,255	\$ 707,724,108	\$ 1,203,131
LSU-A	14,904,501	7,244,667	22,149,168	37,654
LSU-E	11,938,789	8,366,102	20,304,891	34,518
Hebert Law Ctr.	18,049,505	1,674,776	19,724,281	33,531
LSU-S	24,614,177	17,742,680	42,356,857	72,007
UNO	88,186,747	85,448,680	173,635,427	295,180
HSC-NO	174,182,715	178,591,722	352,774,437	599,717
HSC-SHRV	63,131,487	431,834,621	494,966,108	841,442
E. A. Conway	6,963,709	76,924,528	83,888,237	142,610
HCSD	640,823,973	2,649,570	643,473,543	1,093,905
Agricultural Ctr	90,691,584	33,318,101	124,009,685	210,816
PBRC	11,452,610	39,107,012	50,559,622	85,951
TOTAL	\$ 1,512,762,650	\$ 1,222,803,714	\$ 2,735,566,364	\$ 4,650,463

LSU System 2007-2008 Salary Guidelines**Faculty**

This year the State is providing funds for a faculty salary increase. As you are aware language in the preamble to the higher education section of HB 1 requires that one-half of these funds be allocated for an across the board pay increase for all full-time faculty. For your information, the guidelines that I had previously approved are attached.

Each campus must prepare and have approved a plan detailing the guidelines and procedures that will be followed in implementing the faculty salary pay increase. While one-half of the funds for the faculty pay increase will be distributed only to full time faculty based on an across the board basis, the remaining half of your faculty salary increase funds does not have to be distributed using an 'across the board' or 'cost of living' approach, but instead take into consideration factors such as performance, comparable SREB faculty salary averages or other appropriate professional faculty salary benchmarks, market demand by discipline, institutional priorities, and equity issues. If you have not already done so, please send me your plan as soon as possible.

In order to document how the pay plan funds are distributed it will be necessary for your campus to complete the attached pay plan detail and summary worksheets. These worksheets should be submitted with your operating budget.

Administrative and Professional Staff

The state has also provided a flat \$1,500 plus benefits for all other employees (it is my understanding that all non-faculty are eligible but funding has been provided only to those who have all or a portion of their salary paid from the operating budget). An Executive Order will be issued in the near

future that will provide additional details. If your campus intends to supplement this amount for administrative and professional staff, a formal plan for doing so must be developed and submitted to me, even if you plan to implement it later in the fiscal year.

Finally, while the System has been developing new procedures for approving salary increases that occur during the year, please note that until these are approved by the Board you must continue to adhere to existing provisions in PM-69 as amended by Board Bylaws, Article VII, Section 8.j. In addition, any salary increases of 15% or greater for employees not covered by PM-69 will require Presidential approval.



William L. Jenkins
President

cc. System Officers
Chief Business Officers



Louisiana State University System

3810 West Lakeshore Drive
Baton Rouge, Louisiana 70808

Office of the Executive Vice President

225 / 578-6935
225 / 578-5524 fax

July 17, 2008

Memo To: Dr. Lombardi

From: John Antolik

Re: Campus Pay Plans

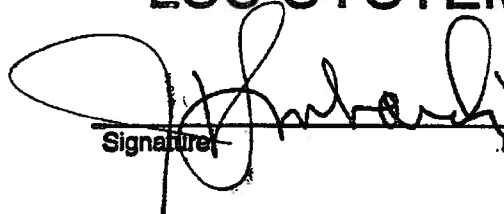
Senior staff have reviewed the proposed salary plans submitted for 2008-09 and recommend approval of the plans conditional on the campuses adhering to the following language.

To be eligible for consideration of a salary increase the following guidelines must be met:

- (1) For pay plans effective July 1, 2008 or the start of the academic year employees must have been hired before January 1, 2008.
- (2) For pay plans effective October 1, 2008 employees must have been hired before April 1, 2008.
- (3) For pay plans effective January 1, 2009 employees must have been hired before July 1, 2008.

In addition, employees receiving a salary adjustment other than for equity purposes that was effective within six months of the effective date of their campus pay plan are not considered eligible but will be reviewed and approved by the President on a case by case basis.

**APPROVED
LSU SYSTEM**


Signature _____ Date _____

Louisiana State University & Agricultural and Mechanical College

LSU at Alexandria • LSU at Eunice • University of New Orleans • LSU in Shreveport • Hebert Law Center • LSU Agricultural Center
Pennington Biomedical Research Center • LSU Health Sciences Center - New Orleans • LSU Health Sciences Center - Shreveport • LSU Health Care Services Division



Louisiana State University System

3810 West Lakeshore Drive
Baton Rouge, Louisiana 70808

Office of the President

225 / 578-2111
225 / 578-5524 fax

July 5, 2006

TO: LSU System Chancellors

SUBJECT: 2006-2007 Operating Budget

The Board of Supervisors will consider the 2006-2007 operating budget at the August 17-18, 2006 meeting. Assistant Vice President Antolik will summarize the significant issues in the budget in a presentation to the board. The printed 2006-2007 operating budget will again consist of the budget forms issued by the Board of Regents.

Budget materials will be due in the System Office no later than July 28, 2006, with the mail-out to the board on August 10, 2006. Please note that there have been many changes made to the Board of Regents forms. The updated forms and instructions are located at the following web site: <http://www.regents.state.la.us/Finance/borforms.htm>. Please follow these instructions very carefully. We have been asked not to make any changes to the forms without approval from Board of Regents staff.

Chancellor's Narrative

Each Chancellor must provide a short summary (no more than two pages) of the 2006-2007 budget. This narrative must explain how your campus allocated funds as related to advancing its stated mission. Also, you should focus on how you utilized funds to address problem areas and campus priorities. Major internal reallocation of existing funds must be discussed in a separate section of the narrative.

Auxiliary Enterprises

Prepare a summary report on each of your campus' auxiliary enterprises. Include total and available cash balances (estimated) by each auxiliary as of June 30, 2006. You must specifically itemize planned uses of these balances. For each auxiliary that is in a deficit posture, you must explain the cause of the deficit and submit a specific plan to restore profitability.

Your budget should not include transfers from the auxiliaries whose net effect is to reduce fund balances without my approval.

Appropriated Line Items

Also included is a summary of targeted vs. flexible funds that have been appropriated to your campus for 2006-07. Please complete the enclosed Appropriation Detail Form for each item listed under the heading "Flexible Funds". This form will summarize proposed and, if appropriate, prior year budgets highlighting differences and providing details on the use of funds.

LSU System Expenses - Campus Charges

Please budget the appropriate charge for your campus from the table below. These funds are used to offset expenses incurred by the LSU System and Board of Supervisors operation.

**Louisiana State University System
Campus Charges for Fiscal Year 2006-2007
Based on Fiscal Year 2004-2005
Actual Revenues By Campus (From Exhibit C-1 of the Financial Report)**

	Unrestricted	Restricted	Total	Campus Charge
LSU	\$ 349,982,540	\$ 310,319,126	\$ 660,301,666	\$ 990,452
LSU-A	14,494,594	7,323,343	21,817,937	32,727
LSU-E	12,060,260	8,152,401	20,212,661	30,319
Hebert Law Ctr.	16,874,134	1,120,697	17,994,831	26,992
LSU-S	24,467,150	15,304,890	39,772,040	59,658
UNO	118,866,056	89,576,832	208,442,888	312,664
HSC-NO	189,835,361	262,140,144	451,975,505	677,963
HSC-SHRV	64,522,752	452,707,552	517,230,304	775,845
HCSD	827,225,239	2,926,063	830,151,302	1,245,227
Agricultural Ctr	91,457,861	30,096,108	121,553,969	182,331
PBRC	10,861,341	33,803,941	44,665,282	66,998
TOTAL	\$ 1,720,647,288	\$ 1,213,471,097	\$ 2,934,118,385	\$ 4,401,178

LSU System 2006-2007 Salary Guidelines

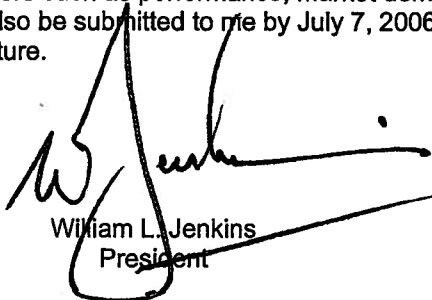
Faculty

This year the State is providing a faculty salary increase pool. Each institution should submit to me their plan containing the guidelines and procedures that will be followed in implementing the faculty salary increase pool. Your plan may not contain an 'across the board' or 'cost of living' increases for faculty, and must take into consideration factors such as performance, comparable SREB faculty salary averages or other appropriate professional faculty salary benchmarks, market demand by discipline, institutional priorities, and equity issues. Please submit your campus' faculty pay plan guidelines no later than July 7, 2006.

In order to document how the pay plan funds are distributed it will be necessary for your campus to complete the enclosed pay plan detail and summary worksheets. Please submit these worksheets along with the rest of the budget information requested.

Administrative and Professional Staff

While the State has not provided a salary increase pool for administrators with faculty rank and other professional staff, your campus may wish to develop a plan for addressing these employees. Such a plan must take into consideration factors such as performance, market demands, institutional priorities, and equity issues. These plans must also be submitted to me by July 7, 2006 even if you plan to implement them at some point in the future.


William L. Jenkins
President

cc. System Officers
Chief Business Officers



Louisiana State University System

3810 West Lakeshore Drive
Baton Rouge, Louisiana 70808

Office of the President

225 / 578-2111
225 / 578-5524 fax

July 8, 2008

TO: LSU System Chancellors and Equivalents

SUBJECT: 2008-2009 Operating Budget

The Board of Supervisors will consider the 2008-2009 operating budget at the August 28-29, 2008 meeting. Budget materials will be due in the System Office no later than August 1, 2008, with the mail-out to the Board on August 21, 2008. The Board of Regents has issued a memorandum on the 2008-09 operating budget and detail which forms are to be completed. This memorandum as well as all required forms can be found at the following web site: <http://www.regents.state.la.us/Finance/budreq08-09.htm>.

Chancellor's Response

Each Chancellor must provide a detailed summary of their campus' 2008-2009 budget explaining:

1. How you applied available resources to advance the mission of your campus, improve performance and generate additional revenue.
2. How your campus is proposing to allocate all new funds. For example, you should explain how you allocated funds to make progress towards increasing enrollments, to make improvements to your graduation and retention rates, etc.
3. You should explain how existing resources had to be reallocated to achieve operational improvements or to fund priority items.

Auxiliary Enterprises

Prepare a detailed summary report on each of your auxiliary enterprises that includes:

1. Fund balances (estimated) as of June 30, 2008, and which shows the planned uses and actual encumbrances stated separately.
2. Debt service by each auxiliary component.
3. Please also provide variations between last year's report and actual uses.

If any auxiliary shows a deficit submit a specific action plan designed to restore profitability

Appropriated Line Items

If you campus received a separate "line item" appropriation in HB 1, received significant new funds, or is seeking an increase in tuition and fees you must complete the enclosed Planned Uses of New Funds form for each such item.

LSU System 2008-2009 Salary Guidelines

Faculty

As you are aware, the state has not provided funds for a pay increase for the faculty. If your campus intends to fund a pay increase you must prepare and submit for approval a plan detailing the guidelines and procedures that will be followed in implementing the increase.

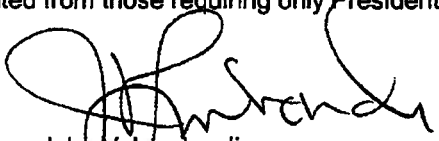
Administrative and Professional Staff

Specific funds for a salary increase for administrative and professional employees have not been appropriated from the state. If your campus intends to devise and fund a salary increase for these employees you must also prepare and submit for approval a plan giving the guidelines and procedures you intend to follow in implementing the increase.

These plans must also be submitted to the office by July 10th even if you intend to implement them at some point later in the fiscal year.

Board Approval


Board Bylaws (Art.VII, Sec. 8 D4) should be consulted for all compensation actions that require Board approval (e.g. for employees whose compensation exceeds \$100,000), and, insofar as practicable, separated from those requiring only Presidential approval.



John V. Lombardi
President

cc. System Officers
Chief Business Officers

Date: June 30, 2008

From: John C. McDonald, M.D. 
Chancellor and Dean

To: Heads of Departments and Budgetary Units

RE: **Fiscal Year 2008-2009 Salary Pay Plan
LSUHSC-S, EACMC and HPLMC**

Faculty and Unclassified

The Fiscal Year 2008-2009 appropriation process ended June 23, 2008. There will be **no new operating budget** to support raises for faculty/research or clinical associates/library associates or unclassified staff raises.

Therefore, to address departmental recommendations for salary increases, the following criteria must be met:

- Full and part-time faculty and unclassified employees that were hired on or before December 31, 2007 can be recommended for a merit increase up to 5%
- Full and part-time faculty and unclassified employees that have received a merit increase on or after January 1, 2008 are not considered eligible, but will be reviewed on a case by case basis
- Recommended merit increases must be funded from non operating budget funds

Please provide your departmental pay plan for distribution of the salary adjustments.

The increases for Department Chairs and Administrators will be handled directly through the Chancellor's office. The departments will be informed once the recommendations are approved.

A spreadsheet reflecting your department employees is attached. Please use this spreadsheet to reflect the recommended dollar increase, % increase and funding source. PER-3s requesting merit and/or equity increases already delivered to HRMS should be addressed in this spreadsheet.

Many employee base salary funding sources are split charged between departments. Please coordinate with other department heads the raise recommendations for employees and obtain all applicable approvals.

Recommendations for employee salary adjustments funded by the Chancellor/Dean are subject to his review and approval.

All recommended increases are subject to final approval of LSUHSC-S Administration and Board of Supervisors.

Page 2

Heads of Departments & Budgetary Units

June 30, 2008

Re: FY 2008-2009 Salary Pay Plan

All approved increases will be effective July 1, 2008 to be paid in the August 31, 2008 paycheck, retro to July 1, 2008.

Faculty Promotions

The faculty promotion salary increase will be paid in the July 31, 2008 paycheck. However, any recommendation for equity increases associated with Faculty promotions must be approved by the Board of Supervisors and will be paid in the August 31, 2008 paycheck retro to July 1, 2008.

Please return the departmental pay plan and spreadsheets both electronically and by hard copy dated and with the Chancellor, Department Chair and/or Administrator signatures as applicable.

The departmental pay plan and spreadsheets are due in the Office of Budgets and Planning no later than 5:00PM on Monday, July 14, 2008. This information must be completed as requested above or it will be returned to the Department.

Thank you in advance for your assistance.

If you have any funding questions, do not hesitate to contact the Office of Budgets and Planning at 5-6001 for assistance.

Attachments

Unclassified Pay Increase Practices Survey

Instructions

This survey is designed to collect information about the past practices commonly used by state agencies and state institutions of higher education when awarding pay increases to unclassified employees. Please note that this is not a survey regarding the impact of current budget reductions. We are requesting information about the policies and practices used in years WHEN pay increases were being awarded under normal circumstances. If you have any questions about this survey, please contact Lori Parker, Assistant Commissioner for Budget Analysis at lori.parker@la.gov or 225-342-4253. Please return your completed survey(s) to the address below or contact Lori Parker to submit your information electronically. Thank you.

Lori Parker, Assistant Commissioner for Budget Analysis
Louisiana Board of Regents
P O Box 3677
Baton Rouge, LA 70821-3677

CONTACT INFORMATION

Name: Linda K. Robison Title: Vice Chancellor for Financial Services, Comptroller and Chief Financial Officer

Agency/Institution Submitting For: University of New Orleans

Phone: 504-280-6155 E-mail: lrobison@uno.edu

Unclassified Pay Increase Practices Survey

UNIVERSITY OF NEW ORLEANS

Please indicate which of the following pay increase tools are used by your organization to grant pay increases to REGULAR, FULL-TIME UNCLASSIFIED STAFF, including faculty, medical and teaching professionals, etc.

Name of the Agency, Office, University System, Campus, School etc. to which this response applies (submit separate responses if needed):					
Type of Increase Program Used ¹ (Check all that apply)	Category of Staff Eligible ²	Minimum % Increase Allowable ³	Maximum % Increase Allowable ³	Maximum Frequency Allowable ⁴	% Increase most often awarded in the past 5 years ⁵
Merit Increase	X Unclassified (Faculty/Staff) Must meet certain criteria (length of service; full-time; in good standing)	0% to 2.5%	7.5% to 10%	Annually	5.5% to 6.00%
Variable Increase based on a multi-level performance rating system					
Variable Increase <u>not</u> specifically tied to a performance rating system					
Step Increase					
Cost of Living Increase					
Longevity Increase					
Market Adjustment					
Performance Bonus					
Other:					

¹ Any method used to increase the base pay of an employee for continued satisfactory performance in the same job. (excludes increases based on events such as promotions, re-assignment or status changes, attainment of higher credentials, or similar non-recurring events.)

² If different compensation methods are limited to certain types of staff, such as tenured, managerial, support staff, etc. or to employees meeting certain criteria, such as length of service, etc. please indicate that in this column.

³ Minimum or Maximum an employee may receive whenever this particular pay method is used.

⁴Frequency with which an employee may be granted an increase using this particular pay method (e.g. annually, biannually, etc.).

⁵Based on all increases actually granted using this pay method from 7/1/05 through 6/30/10, the most common % change in pay that was granted.

UNCLASSIFIED PAY INCREASE PRACTICES SURVEY (cont'd)

Fiscal Year 2005-2006 - No Pay Plan was implemented.

Fiscal Year 2006-2007 - Faculty Pay Plan (Board of Regents) averaging 6%, but ranging from 0% to 15% ; and self-funded merit raises for non-academic (unclassified personnel) staff averaging 4%, but ranging from 0% to 10% based on certain criteria, e.g. hired on or before November 1, 2005; continuing, full-time; job performance.

Fiscal Year 2007-2008 - State funded faculty pay increase with a gross pool of 5% (half for an across-the-board increment and the other half based on meritorious performance). Recommendations for the merit portion of the raise were between 0% and 7.5%. Eligible faculty must have been continuing, full-time; hired on or before stipulated dates in 2006 or 2007; and deserving of the increase based on performance as defined by operative guidelines appropriate to the various academic colleges and other units. State funded across-the-board raise of \$1,500 for administrators with faculty rank and other non-academic personnel. This adjustment was supplemented by other University funds. The average for both portions of the raise (across-the-board and merit) was 5% with a range of between 0% and 10%. Eligible unclassified staff must have met certain criteria related to length of service and performance in order to be considered for any merit adjustment.

Fiscal Year 2008-2009 - No Pay Plan was implemented.

Fiscal Year 2009-2010 – No Pay Plan was implemented.

UNIVERSITY OF
LOUISIANA

S Y S T E M

Unclassified Pay Increase Practices Survey

Instructions

This survey is designed to collect information about the past practices commonly used by state agencies and state institutions of higher education when awarding pay increases to unclassified employees. Please note that this is not a survey regarding the impact of current budget reductions. We are requesting information about the policies and practices used in years WHEN pay increases were being awarded under normal circumstances. If you have any questions about this survey, please contact Lori Parker, Assistant Commissioner for Budget Analysis at lori.parker@la.gov or 225-342-4253. Please return your completed survey(s) to the address below or contact Lori Parker to submit your information electronically. Thank you.

Lori Parker, Assistant Commissioner for Budget Analysis
Louisiana Board of Regents
P O Box 3677
Baton Rouge, LA 70821-3677

CONTACT INFORMATION

Name: Nick Bruno Title: VP for Business & Finance

Agency/Institution Submitting For: Board of Supervisors-University of Louisiana System

Phone: (225) 342-6950 E-mail: Nick.Bruno@LA.GOV

Unclassified Pay Increase Practices Survey

Please indicate which of the following pay increase tools are used by your organization to grant pay increases to REGULAR, FULL-TIME UNCLASSIFIED STAFF, including faculty, medical and teaching professionals, etc.

Name of the Agency, Office, University System, Campus, School etc. to which this response applies (submit separate responses if needed):		Board of Supervisors-University of Louisiana System			
Type of Increase Program Used ¹ (Check all that apply)	Category of Staff Eligible ²	Minimum % Increase Allowable ³	Maximum % Increase Allowable ³	Maximum Frequency Allowable ⁴	% Increase most often awarded in the past 5 years ⁵
Merit Increase					
Variable Increase based on a multi-level performance rating system					
Variable Increase not specifically tied to a performance rating system	X	0%	15%	1 year	5% (see next page)
Step Increase					
Cost of Living Increase	X	Unclassified	\$1,500	1 year	Executive Order KBB 07-17
Longevity Increase					
Market Adjustment					
Performance Bonus					
Other:					

¹ Any method used to increase the base pay of an employee for continued satisfactory performance in the same job. (excludes increases based on events such as promotions, re-assignment or status changes, attainment of higher credentials, or similar non-recurring events.)

² If different compensation methods are limited to certain types of staff, such as tenured, managerial, support staff, etc. or to employees meeting certain criteria, such as length of service, etc. please indicate that in this column.

³ Minimum or Maximum an employee may receive whenever this particular pay method is used.

⁴ Frequency with which an employee may be granted an increase using this particular pay method (e.g. annually, biannually, etc.).

⁵ Based on all increases actually granted using this pay method from 7/1/05 through 6/30/10, the most common % change in pay that was granted.

Board of Supervisors-University of Louisiana System
Unclassified Pay Increase Practices Survey (cont'd)

During the most recent 5 previous fiscal years, the pay plans for unclassified staff were as follows:

- FY 2005-2006- An Unclassified pay plan averaging 4 % was implemented based primarily on merit.
- FY 2006-2007- An Unclassified pay plan averaging 4.5 % was implemented based primarily on merit.
- FY 2007-2008- An Unclassified pay plan averaging 5.8 % was implemented based on Governor's Executive order KBB2007-15, merit, equity, market adjustments, and salary & academic supplements.
- FY 2008-2009- No pay plan was implemented.
- FY 2009-2010- No pay plan was implemented.
- FY 2010-2011- No pay plan was implemented.

Unclassified Pay Increase Practices Survey

Instructions

This survey is designed to collect information about the past practices commonly used by state agencies and state institutions of higher education when awarding pay increases to unclassified employees. Please note that this is not a survey regarding the impact of current budget reductions. We are requesting information about the policies and practices used in years **WHEN** pay increases were being awarded under normal circumstances. If you have any questions about this survey, please contact Lori Parker, Assistant Commissioner for Budget Analysis at lori.parker@la.gov or 225-342-4253. Please return your completed survey(s) to the address below or contact Lori Parker to submit your information electronically. Thank you.

Lori Parker, Assistant Commissioner for Budget Analysis
Louisiana Board of Regents
P O Box 3677
Baton Rouge, LA 70821-3677

CONTACT INFORMATION

Name: David C Nicklas

Title: Vice President for Business Affairs

Agency/Institution Submitting For: University of Louisiana at Monroe (ULM)

Phone: 318-342-1961

E-mail: nicklas@ulm.edu

Unclassified Pay Increase Practices Survey

Please indicate which of the following pay increase tools are used by your organization to grant pay increases to **REGULAR, FULL-TIME UNCLASSIFIED STAFF**, including faculty, medical and teaching professionals, etc.

Name of the Agency, Office, University System, Campus, School etc. to which this response applies (submit separate responses if needed):		Category of Staff Eligible ²	Minimum % Increase Allowable ³	Maximum % Increase Allowable ³	Maximum Frequency Allowable ⁴	% Increase most often awarded in the past 5 years ⁵
Type of Increase Program Used ¹ (Check all that apply)						
Merit Increase						
Variable Increase based on a multi-level performance rating system	X	Faculty and Other Unclassified				
Variable Increase <u>not</u> specifically tied to a performance rating system	X	Faculty and Other Unclassified	0%	13%	1 year	3.8%**see next page
Step Increase						
Cost of Living Increase						
Longevity Increase						
Market Adjustment						
Performance Bonus						
Other:						

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² If different compensation methods are limited to certain types of staff, such as tenured, managerial, support staff, etc. or to employees meeting certain criteria, such as length of service, etc. please indicate that in this column.

³ Minimum or Maximum an employee may receive whenever this particular pay method is used.

⁴ Frequency with which an employee may be granted an increase using this particular pay method (e.g. annually, biannually, etc.).

⁵ Based on all increases actually granted using this pay method from 7/1/05 through 6/30/10, the most common % change in pay that was granted.

University of Louisiana at Monroe
Unclassified Pay Increase Practices Survey (cont'd)

During the most recent 5 previous fiscal years, the pay plans for unclassified staff were as follows:

- FY 2005-2006-
 - A pay plan for Faculty averaging 4.9% was implemented- Ranges for increases were from 0% to 13% primarily merit based, other considerations included market, academic disciplines and equity
 - A pay plan for unclassified staff averaging 3.8% was based primarily on merit; other considerations included market and equity adjustments.
- FY 2006-2007
 - A Faculty pay plan averaging 4.9% was implemented. Factors included merit, salary compression, academic discipline, market demands & equity
 - An Unclassified pay plan averaging 2.18% was implemented. Factors include merit, salary compression, market demands & equity.
- FY 2007-2008
 - A Faculty pay plan averaging 6.85% was implemented. (5% appropriated by State funds, University contributed 1.85%) based on merit, salary compression, market demands & equity.
 - An Unclassified pay plan averaging 2.6% was implemented (partial funding from State funds- Governor's Executive order with additional funding from university) based on merit, equity and market adjustments.
- FY 2008-2009-
 - A Faculty pay plan for eligible Instructional and Research faculty averaging 2.6% was implemented based primarily on merit.
 - An Unclassified pay plan for eligible staff was implemented averaging 3.6% based primarily on merit.
- FY 2009-2010
 - No pay plan was implemented
- FY2010-2011
 - No pay plan was implemented

Unclassified Pay Increase Practices Survey

Instructions

This survey is designed to collect information about the past practices commonly used by state agencies and state institutions of higher education when awarding pay increases to unclassified employees. Please note that this is not a survey regarding the impact of current budget reductions. We are requesting information about the policies and practices used in years WHEN pay increases were being awarded under normal circumstances. If you have any questions about this survey, please contact Lori Parker, Assistant Commissioner for Budget Analysis at lori.parker@la.gov or 225-342-4253. Please return your completed survey(s) to the address below or contact Lori Parker to submit your information electronically. Thank you.

Lori Parker, Assistant Commissioner for Budget Analysis
Louisiana Board of Regents
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CONTACT INFORMATION

Name: Jerry Luke LeBlanc Title: Vice-President, Administration and Finance

Agency/Institution Submitting For: University of Louisiana at Lafayette

Phone: (337) 482-6235 E-mail: jerrylukeleblanc@louisiana.edu

Unclassified Pay Increase Practices Survey

Please indicate which of the following pay increase tools are used by your organization to grant pay increases to REGULAR, FULL-TIME UNCLASSIFIED STAFF, including faculty, medical and teaching professionals, etc.

Name of the Agency, Office, University System, Campus, School etc. to which this response applies (submit separate responses if needed):		Category of Staff Eligible ²	Minimum % Increase Allowable ³	Maximum % Increase Allowable ³	Maximum Frequency Allowable ⁴	% Increase most often awarded in the past 5 years ⁵
Type of Increase Program Used ¹ (Check all that apply)						
Merit Increase						
Variable Increase based on a multi-level performance rating system	✓	Unclassified	0%	variable	1 year	*** (see next page)
Variable Increase not specifically tied to a performance rating system						
Step Increase						
Cost of Living Increase						
Longevity Increase						
Market Adjustment						
Performance Bonus						
Other:						

¹ Any method used to increase the base pay of an employee for continued satisfactory performance in the same job. (excludes increases based on events such as promotions, re-assignment or status changes, attainment of higher credentials, or similar non-recurring events.)

² If different compensation methods are limited to certain types of staff, such as tenured, managerial, support staff, etc. or to employees meeting certain criteria, such as length of service, etc. please indicate that in this column.

³ Minimum or Maximum an employee may receive whenever this particular pay method is used.

⁴ Frequency with which an employee may be granted an increase using this particular pay method (e.g. annually, biannually, etc.).

⁵ Based on all increases actually granted using this pay method from 7/1/05 through 6/30/10, the most common % change in pay that was granted.

During the most recent 5 previous fiscal years and the current fiscal year, the pay plans for unclassified staff were as follows:

- FY 2005-2006 – A pay plan based on supervisor evaluations at the following %'s:
Faculty I=4%, II=3.5%, III=3%, IV=2.5%
NonFaculty A=4%, B=3%, C=2%
- FY 2006-2007 – A pay plan based on supervisor evaluations at the following %'s:
Faculty I=6%, II=5%, III=4.5%, IV=4% plus market adjustments (1.9%-5.5%) and discipline adjustments (1%-3%)
NonFaculty I=5%, II=4.5%, III=3.5-4%
- FY 2007-2008 – A pay plan based on supervisor evaluations at the following %'s:
Faculty I=6%, II=5%, III=4.5%, IV=4% plus market adjustments (1.9%-5.5%), discipline adjustments (1%-3%), cost of living (\$1,675) and SREB adjustments (Professor=\$4,100, Associate Professor \$3,975, Assistant Professor \$3,370)
NonFaculty I=5%, II=4.5%, III=4%, IV=0% plus an across-the-board cost of living increase of \$1,500
- FY 2008-2009 – A pay plan based on supervisor evaluations at the following %'s: I=6%, II=5%, III=4%, IV=0%
- FY 2009-2010 – No pay plan was approved.
- FY 2010-2011 – No pay plan was approved.

Unclassified Pay Increase Practices Survey

Instructions

This survey is designed to collect information about the past practices commonly used by state agencies and state institutions of higher education when awarding pay increases to unclassified employees. Please note that this is not a survey regarding the impact of current budget reductions. We are requesting information about the policies and practices used in years **WHEN** pay increases were being awarded under normal circumstances. If you have any questions about this survey, please contact Lori Parker, Assistant Commissioner for Budget Analysis at lori.parker@la.gov or 225-342-4253. Please return your completed survey(s) to the address below or contact Lori Parker to submit your information electronically. Thank you.

Lori Parker, Assistant Commissioner for Budget Analysis

Louisiana Board of Regents

P O Box 3677

Baton Rouge, LA 70821-3677

CONTACT INFORMATION

Name: Joseph R. Thomas, Jr. Title: Vice President for Finance and Administration

Agency/Institution Submitting For: LOUISIANA TECH UNIVERSITY

Phone: 318-257-2769 E-mail: jthomas@latech.edu

Louisiana Tech University

Unclassified Pay Increase Practices Survey

During the most recent five (5) previous fiscal years, the pay plans for unclassified staff were as follows:

Louisiana Tech University pay plans are developed based on salary recommendations at each college, department, or unit level. Factors such as SREB averages, academic disciplines, market demand, student evaluations, degrees earned, research/publication projects, professional and community service, level of responsibility, and service to the academic community are considered. Additionally, with the reclassification of Louisiana Tech University to SREB Doctoral II status, the President was committed to raising faculty salaries to the SREB average especially at the professor level. While these many factors were utilized in the evaluation of employees for salary adjustment, there is no University-wide weighting system.

Fiscal 2005-2006 – No pay plan was implemented.

Fiscal 2006-2007 – A pay plan was implemented for faculty. Of the 383 eligible faculty, 368 received a salary increase with the average increase of 5.64% based on supervisor evaluations. A pay plan was implemented for staff. Of the 189 eligible staff, 155 received a salary increase with the average increase of 4.63% based on supervisor evaluations. Salary adjustments ranged from 0% to 15%

Fiscal 2007-2008 – A pay plan was implemented for faculty with a mandated 3% increase or \$1,600 whichever was greater. Additional dollars were provided for faculty increases based on supervisor evaluations. Eligible faculty totaling 394 received an average pay increase of 10.62%. A pay plan was implemented for staff with a mandated 3% increase or \$1,500 whichever was greater. Additional dollars were provided for staff increases based on supervisor evaluations. Eligible staff of 195 received an average pay increase of 10.67%. Salary adjustments ranged from 3% to 20%

Fiscal 2008-2009 – A pay plan allowing an average of 3% was implemented during the year for faculty and staff based on supervisor evaluation. Salary adjustments ranged from 0% to 4%.

Fiscal 2009-2010 – No pay plan was approved.

Fiscal 2010-2011 – No pay plan was approved.

Unclassified Pay Increase Practices Survey

Please indicate which of the following pay increase tools are used by your organization to grant pay increases to **REGULAR, FULL-TIME UNCLASSIFIED STAFF**, including faculty, medical and teaching professionals, etc.

Name of the Agency, Office, University System, Campus, School etc. to which this response applies (submit separate responses if needed):		LOUISIANA TECH UNIVERSITY			
Type of Increase Program Used ¹ (Check all that apply)	Category of Staff Eligible ²	Minimum % Increase Allowable ³	Maximum % Increase Allowable ³	Maximum Frequency Allowable ⁴	% Increase most often awarded in the past 5 years ⁵
Merit Increase					
Variable Increase based on a multi-level performance rating system					
Variable Increase <u>not</u> specifically tied to a performance rating system	X	0%	20%	1 Year	See Attached Detail by Year
Step Increase					
Cost of Living Increase					
Longevity Increase					
Market Adjustment					
Performance Bonus					
Other:					

¹ Any method used to increase the base pay of an employee for continued satisfactory performance in the same job. (excludes increases based on events such as promotions, re-assignment or status changes, attainment of higher credentials, or similar non-recurring events.)

² If different compensation methods are limited to certain types of staff, such as tenured, managerial, support staff, etc. or to employees meeting certain criteria, such as length of service, etc. please indicate that in this column.

³ Minimum or Maximum an employee may receive whenever this particular pay method is used.

⁴ Frequency with which an employee may be granted an increase using this particular pay method (e.g. annually, biannually, etc.).

⁵ Based on all increases actually granted using this pay method from 7/1/05 through 6/30/10, the most common % change in pay that was granted.

Unclassified Pay Increase Practices Survey

Instructions

This survey is designed to collect information about the past practices commonly used by state agencies and state institutions of higher education when awarding pay increases to unclassified employees. Please note that this is not a survey regarding the impact of current budget reductions. We are requesting information about the policies and practices used in years WHEN pay increases were being awarded under normal circumstances. If you have any questions about this survey, please contact Lori Parker, Assistant Commissioner for Budget Analysis at lori.parker@la.gov or 225-342-4253. Please return your completed survey(s) to the address below or contact Lori Parker to submit your information electronically. Thank you.

Lori Parker, Assistant Commissioner for Budget Analysis
Louisiana Board of Regents
P O Box 3677
Baton Rouge, LA 70821-3677

CONTACT INFORMATION

Name: Jessie R. Roberts Title: Human Resources Director

Agency/Institution Submitting For: Southeastern Louisiana University

Phone: 985-549-2001 E-mail: jessie.roberts@selu.edu

Unclassified Pay Increase Practices Survey

Please indicate which of the following pay increase tools are used by your organization to grant pay increases to REGULAR, FULL-TIME UNCLASSIFIED STAFF, including faculty, medical and teaching professionals, etc.

Name of the Agency, Office, University System, Campus, School etc. to which this response applies (submit separate responses if needed):		Southeastern Louisiana University				
Type of Increase Program Used ¹ (Check all that apply)	Category of Staff Eligible ²	Minimum % Increase Allowable ³	Maximum % Increase Allowable ³	Maximum Frequency Allowable ⁴	% Increase most often awarded in the past 5 years ⁵	
Merit Increase	X	See Attached	See Attached	1/Yr	Various – See Attached	
Variable Increase based on a multi-level performance rating system	NA	NA	NA	NA	NA	
Variable Increase <u>not</u> specifically tied to a performance rating system	NA	NA	NA	NA	NA	
Step Increase	NA	NA	NA	NA	NA	
Cost of Living Increase	X	\$1,500	\$1,500	Legislative Approval	Given in 2007/2008	
Longevity Increase		NA	NA	NA	NA	
Market Adjustment		NA	NA	NA	NA	
Performance Bonus		NA	NA	NA	NA	
Other: Earned Salary Supplement	X	\$300 lump Sum		2005/2006	NA	

¹ Any method used to increase the base pay of an employee for continued satisfactory performance in the same job. (excludes increases based on events such as promotions, re-assignment or status changes, attainment of higher credentials, or similar non-recurring events.)

² If different compensation methods are limited to certain types of staff, such as tenured, managerial, support staff, etc. or to employees meeting certain criteria, such as length of service, etc. please indicate that in this column.

³ Minimum or Maximum an employee may receive whenever this particular pay method is used.

⁴ Frequency with which an employee may be granted an increase using this particular pay method (e.g. annually, biannually, etc.).

⁵ Based on all increases actually granted using this pay method from 7/1/05 through 6/30/10, the most common % change in pay that was granted.

**Unclassified Pay Increase Practices Survey
Southeastern Louisiana University**

During the most recent 5 previous fiscal years, the pay plans for unclassified staff were as follows:

- FY 2005-2006 - An earned salary supplement of \$300 each for full-time employee was approved
- FY 2006-2007 - A pay plan averaging 6.21%, but ranges were based on supervisors evaluations.
- FY 2007-2008 - Each eligible full-time unclassified staff member received a base increase of \$1,500 plus merit. Full-time faculty received a 2 ½% increase to their base plus merit. Part-time employees received a pro-rated amount. A pay plan averaging 7.23%, but ranges were based on supervisors evaluations
- FY 2008-2009 - Each full-time unclassified staff member and each full-time faculty member received a base increase of \$500 plus merit. Part-time employees received a pro-rated base increase amount. Effective 8/1/08, a pay plan averaging 7.43%, but ranges were based on supervisors evaluations.
- FY 2009-2010 - No pay plan was approved
- FY 2010-2011 - No pay plan was approved

Note: All university departments are required to have a performance rating system. Merit raises are tied to individual performance evaluations.

Unclassified Pay Increase Practices Survey

Instructions

This survey is designed to collect information about the past practices commonly used by state agencies and state institutions of higher education when awarding pay increases to unclassified employees. Please note that this is not a survey regarding the impact of current budget reductions. We are requesting information about the policies and practices used in years WHEN pay increases were being awarded under normal circumstances. If you have any questions about this survey, please contact Lori Parker, Assistant Commissioner for Budget Analysis at lori.parker@la.gov or 225-342-4253. Please return your completed survey(s) to the address below or contact Lori Parker to submit your information electronically. Thank you.

Lori Parker, Assistant Commissioner for Budget Analysis
Louisiana Board of Regents
P O Box 3677
Baton Rouge, LA 70821-3677

CONTACT INFORMATION

Name: Georgina Heuring Title: Budget Officer

Agency/Institution Submitting For: McNeese State University

Phone: 337-475-5092 E-mail: gheuring@mcneese.edu

Unclassified Pay Increase Practices Survey

Please indicate which of the following pay increase tools are used by your organization to grant pay increases to REGULAR, FULL-TIME UNCLASSIFIED STAFF, including faculty, medical and teaching professionals, etc.

Name of the Agency, Office, University System, Campus, School etc. to which this response applies (submit separate responses if needed):		MCNEESE STATE UNIVERSITY				
Type of Increase Program Used ¹ (Check all that apply)	Category of Staff Eligible ²	Minimum % Increase Allowable ³	Maximum % Increase Allowable ³	Maximum Frequency Allowable ⁴	% Increase most often awarded in the past 5 years ⁵	
Merit Increase	X Faculty – Merit 1	3.9%	6%	1 year	3.5% -See next page	
	X Faculty – Merit 2	2%	4.5%			
	X Faculty – Merit 3	0%	0%			
Variable Increase based on a multi-level performance rating system						
Variable Increase <u>not</u> specifically tied to a performance rating system	X Unclassified	3.5%	5%	1 year	3.5% - See next page	
	X Athletics	4.5%	4.5%			
Step Increase						
Cost of Living Increase						
Longevity Increase						
Market Adjustment	X Faculty – SREB rank/discipline	1,200 Dependent on distance of CUPA peer avg	6.5% Dependent on distance of CUPA peer avg	1 year	Varied based on rank/discipline/education/experience- See next page	
	X Unclassified – CUPA					
	X Athletics					
Performance Bonus						
Other: Non-recurring supplement	X Faculty – performance based	3.5%	5%	1 year	3.5% - See next page	
	X Unclassified – performance based	3.5%	2,500			

¹ Any method used to increase the base pay of an employee for continued satisfactory performance in the same job. (excludes increases based on events such as promotions, re-assignment or status changes, attainment of higher credentials, or similar non-recurring events.)

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³ Minimum or Maximum an employee may receive whenever this particular pay method is used.

⁴ Frequency with which an employee may be granted an increase using this particular pay method (e.g. annually, biannually, etc.).

⁵ Based on all increases actually granted using this pay method from 7/1/05 through 6/30/10, the most common % change in pay that was granted.

Unclassified Pay Increase Practices Survey (cont'd) **McNeese State University**

During the most recent 5 previous fiscal years, the pay plans for unclassified staff were as follows:

			Effective Date
FY 2005-2006	Faculty	A merit based pay plan averaging 3% but ranging from 2% to 4% based on performance merit level	1-Sep-05
	Unclassified Staff	A 4% unclassified performance based pay plan implemented for employees hired by June 30, 2005	1-Jan-06
	Athletics	No pay plan approved	
	Restricted	With grant approval, a 4% unclassified pay plan was implemented	Upon approval
FY 2006-2007	Faculty	A merit based pay plan averaging 5.3% but ranging from 2% to 6.5% based on SREB rank / discipline comparison & performance merit All employees received 2% - additional 4.5% given for performance merit category 1 additional 3.25% given for performance merit category 2	August, 2006
	Unclassified Staff	An equity based pay plan averaging 4.4% but ranging from 3.5% to 5.25% based on CUPA position comparison; performance included	1-Aug-06
	Athletics	All employees received 3.5% - those below 90% of CUPA average salary received additional 1.75%	1-Aug-06
	Restricted	An equity based pay plan was implemented 9% for employees hired before August 31, 2004 / 4% for employees hired before August 31, 2005 Note: Athletics did not participate in salary increases for the 2004-05 and 2005-06 years With grant approval, 5.25% increase for employees hired before January 15, 2006 or 5% increase for employees hired before July 5, 2006	Upon approval
Non Recurring Pay	Unclassified Staff	Non-recurring pay supplement of \$1,500 for Vice Presidents, Deans, Directors and \$1,200 remaining staff based on performance	30-Jun-07
FY 2007-2008	Faculty	A merit based pay plan averaging 13.75% a flat \$1,200 across the board plus 5% based on SREB rank / discipline comparison plus 2.3% to 3.9% for performance merit	August, 2007
	Unclassified Staff	An equity based pay plan developed which considered education/years of experience/distance from CUPA peer position average minimum increase of \$2,500 for employees hired prior to June 30, 2007 plus 5% to 15% of distance granted for education plus 0% to 72% of distance granted for experience	1-Jul-07
	Athletics	An equity based pay plan developed granting 50% of distance from CUPA peer position average	1-Jul-07
	Restricted	With grant approval, 5% increase	Upon Approval
Non Recurring Pay	Faculty	Non-recurring supplement ranging from 3.5% to 5% based on performance merit level	30-Jun-08
	Unclassified Staff	Non-recurring supplement of 3.5% with a maximum of \$2,500	30-Jun-08
FY 2008-2009	Faculty	A merit based pay plan was implemented ranging from 4.5% to 6% based on performance merit level plus a minimal amount of discretionary increases awarded for employee recognition	August, 2008
	Unclassified Staff	A 5% unclassified equity based pay plan for employees hired as of March 31, 2008 plus a minimal amount of discretionary increases awarded for employee recognition	1-Jul-08
	Athletics	A 4.5% unclassified equity based pay plan for employees hired as of April 30, 2008 plus a minimal amount of discretionary increases awarded for employee recognition	1-Jul-08
	Restricted	With grant approval, a 5% unclassified increase	Upon approval

FY 2009-2010

Faculty
Unclassified Staff

No pay plan requested
No pay plan requested

FY 2010-2011

Faculty
Unclassified Staff

No pay plan requested
No pay plan requested

**MCNEESE STATE UNIVERSITY
2005-2006 PAY PLAN
DRAFT-Pending Board Approval**

Plan is pending approval by University of Louisiana System Board of Supervisors

Faculty who participated in the Annual Performance Review conducted during Spring 2005 and who are continuing a faculty appointment in the Fall 2005 will receive merit pay according to the following:

Category 1 will receive 4% increase

Category 2 will receive 2% increase

Category 3 and those who did not participate in APR receive no increase

New faculty salaries will be effective with the 2005-2006 letter of appointment pending University of Louisiana System Board approval. Twelve month faculty and Library staff raises are effective September 1, 2005. The aggregate average faculty increase is approximately 3%.

Unclassified staff, including unclassified employees funded through system and restricted funds, must have been employed by June 30, 2005 in order to participate in pay increases. Salary increases will be up to 4%. Aggregate Vice President and dean's salaries remain more than 15% lower than CUPA averages or SREB averages for their counterparts. The increase is effective January 1, 2006.

Unclassified employees funded through grants must follow the appropriate procedure for approval and must have available funds and approval from the granting agency to receive a salary increase. The maximum increase allowed is 4%. Any increase must be approved by the appropriate vice president and the Executive Staff and will be effective no earlier than January 1, 2006.

Athletics unclassified personnel will not participate in salary increases for the 2005-2006 year.

Salary increases and resulting salary levels are in accordance with University of Louisiana System policies.

MCNEESE STATE UNIVERSITY
2006-2007 PAY PLAN
DRAFT - Pending Board Approval
Pending approval by University of Louisiana System Board of Supervisors

McNeese State University will implement faculty salary adjustments for progress toward the following goals:

- To provide performance based pay increases to meritorious faculty
- To move the aggregate faculty salary average of continuing meritorious faculty closer to the comparable SREB salary average by rank and discipline.
- To recruit and retain faculty by moving salaries closer to SREB averages by rank and discipline

Faculty Pay Plan

1. Faculty positions continuing for the 2006-2007 academic year received 2% increase.
2. Faculty who participated in the Annual Performance Review conducted during Spring 2006 and who are continuing in the Fall 2006 will receive additional pay according to performance merit as follows:
 - Category 1 will receive 4.5% increase (total increase 6.5%)
 - Category 2 will receive 3.25% increase (total increase 5.25%)Departments/library with average aggregate salary below 90% of the SREB average after pay increases receive funds to apply toward the goal of bringing salary averages closer to the comparable SREB average. Adjustments are justified by merit history, current market demand, and SREB average for rank and discipline.

New faculty salaries will be effective with the 2006-2007 letter of appointment pending University of Louisiana System Board approval. Twelve month faculty and Library staff raises are effective July 1, 2006. The aggregate average faculty increase is approximately 5.3%.

UNCLASSIFIED STAFF

Unclassified staff, including unclassified employees funded through system and restricted funds, must have been employed by January 15, 2006 in order to participate in pay increases. All eligible unclassified employees receive 3.5%; those whose salary does not reach 90% of the CUPA average receive an additional 1.75%. The aggregate average unclassified staff increase is 4.4%. Pay increases will also be granted for budgeted promotions and equity adjustments. Salary increases will be effective August 1, 2006.

Pending funding availability, unclassified employees, including those funded through system and restricted funds, who were employed on July 5, 2006 will receive 3.25% salary increase; those whose salary falls below 90% of the CUPA average will receive an additional 1.5%. Increases are effective January 1, 2007. (Note: faculty received salary increases during the 2005-2006 year, however no unclassified salary increases were provided during the 2005-2006 year.) Other

adjustments are made according to job performance and appropriate factors.

Unclassified employees funded through grants must follow the appropriate procedure for approval and must have available funds and approval from the granting agency to receive a salary increase. The maximum increase may be up to 5.25% for employees who began employment on or before January 15, 2006. An additional increase of up to 5% for employees hired on or before July 5, 2006 must be approved by the appropriate vice president and the Executive Staff and will be effective no earlier than January 1, 2007.

ATHLETICS

Athletics personnel hired on or before August 31, 2004 with satisfactory job performance will receive 9% increase effective August 1, 2006. Athletics personnel hired on or before August 31, 2005 will receive 4% increase effective August 1, 2006. Athletics unclassified personnel did not participate in salary increases for the 2004-2005 and 2005-2006 years.

NON-RECURRING EARNED SUPPLEMENT

McNeese intends to provide a merit based, non-recurring pay supplement of up to 5% to unclassified staff crisis team members for the period from July 1, 2006 through November 30, 2006. The anticipated pay increase will be in the form of a single payment anticipated to occur on December 1, 2006.

A non-recurring pay increase of up to 4% for faculty for meritorious job performance during the period of July 1, 2006 through March 31, 2007 will occur on April 1, 2007 provided funding is available.

Decisions regarding implementation of the institutions plans to provide the non-recurring pay increase will be made at a later date and will strictly depend upon availability of resources.

The McNeese faculty and staff salary pay plan is in accordance with ULS policies.

**McNEESE STATE UNIVERSITY
2006-2007 PAY PLAN AMENDMENT**

McNeese State University has amended its 2006-2007 salary plan to include a non-recurring salary payment for its unclassified staff. The salary plan amendment was approved by the McNeese State University Executive Staff on February 26, 2007. The salary payment is for the period from March 1, 2007 to June 30, 2007 and will be paid at the completion of the earning period. McNeese State University deems this amendment as necessary to further its goal of retaining its unclassified staff. The salary payment is pending University of Louisiana System approval and will only be paid if sufficient funds are available. The non-recurring salary payment will take the form of a single payment that will be paid in accordance with the following scale:

Position	Maximum Payment
Vice Presidents, Deans, Directors, and Equivalent Positions	\$1,500
All Other Unclassified Staff	1,200

June 30 Non Recurring Pay – Unclassified Administrative Staff

Participation requires:

- employee must be active (on payroll) prior to or on March 1, 2007
- employee must complete employment obligation as defined by a normal letter of appointment
- funding source has funds available to support increase

Maximum Payment - \$1,500

Vice Presidents, Deans, Directors, and Equivalent Positions

- all twelve (12) month, full time (2080 working hours) positions will be entitled to \$1,500 if employee meets the participation requirements

Maximum Payment - \$1,200

All Other Unclassified Staff

- all positions less than twelve (12) months and/or less than full time (2080 working hours) meeting the participation requirements above will receive \$1,200

**McNeese State University
Faculty Pay Plan
Fiscal Year 2007-2008**

Pending approval by the University of Louisiana System Board of Supervisors

McNeese State University will implement faculty salary increases according to the following goals indicated below.

- A. Funds appropriated for an average 5% faculty salary increase:
 - 1. In compliance with current legislation calling for one half of the aggregate 5% appropriated for faculty salary increases, funds will be applied in a flat dollar amount of \$1200 per eligible position across the board.
 - 2. To provide performance based pay increases, funds will be applied to provide an additional 3.9% increase to merit level 1 category; and an additional 2.3% increase to merit level 2 faculty.
- B. Recurring funds appropriated to increase budget to SREB average:
 - 1. Salary increases are provided to faculty positions in order to bring the MSU average faculty salary to the SREB average.
 - 2. The dollar amount of the salary gap for each academic department is determined by using estimated 2007-2008 SREB average faculty salary by rank and discipline compared to MSU faculty salary by rank and discipline after the 5% increase in item A is applied.
 - 3. Salary increases are applied according to merit performance and percent distance from SREB.
 - 4. Vacant and new positions are increased to the SREB average for discipline and rank.
- C. Average salary increase for faculty and library is approximately 13.75%

Faculty salaries will be effective with the 2006-2007 letter of appointment pending ULS Board approval. Twelve month faculty and library raises are effective July 1, 2007.

Non-recurring earned supplement

A non-recurring pay increase of up to 7% for faculty for meritorious job performance during the period of July 1, 2007 through April 30, 2008 will occur on June 1, 2008 provided funding is available. Decisions regarding implementation of the institutional plans to provide the non-recurring pay increase will be made at a later date and will strictly depend upon available of resources.

The McNeese faculty pay plan is in accordance with ULS policies.

2007-08 Administrative Pay Plan

The Executive Staff members were asked to review CUPA job descriptions and to identify the appropriate title associated with their respective employees. In case of multiple job descriptions, the CUPA title with the highest dollar value was assigned to the employee. The CUPA value was adjusted for employees working less than 12 months full-time appointments. (SREB was used in measuring the gap for the academic deans.)

Employee pay increases are calculated as a percent of the gap. Weights were assigned for education and years of experience, as follows.

Associates Degree	5%
Bachelor Degree	10%
Master or above	15%
Less than 5 years	0%
Less than 10 but ≥ 5	12%
Less than 15 but ≥ 10	27%
Less than 20 but ≥ 15	42%
Less than 25 but ≥ 20	57%
≥ 25	72%

All full time 12 month employees hired prior to June 30, 2007 will receive a minimum increase of \$2,500.

Athletics

Table 1 of CUPA was used to measure the gap for employees in the athletic department. Head coaches received 50% of gap while all other employee increases were calculated as described above.

Restricted

Employees hired by restricted (grant) funds may request a 5% salary increase.

NON-RECURRING EARNED SUPPLEMENT

McNeese intends to provide a non-recurring pay supplement of up to 5% to unclassified staff members for the period July 1, 2007 through May 31, 2008. The anticipated payment will be in the form of a single payment anticipated to occur on June 1, 2008 provided funding is available.

McNeese State University

Faculty Pay Plan

Fiscal Year 2008-2009

Pending approval by the University of Louisiana System Board of Supervisors

McNeese State University will implement faculty salary increases to provide performance based awards. Funds will be applied to provide a 6% increase to merit level 1 category; and a 4.5% increase to merit level 2 faculty. A minimal amount of discretionary increases were awarded for employee recognition.

Faculty salaries will be effective with the 2008-09 letter of appointment pending ULS Board approval. Twelve month faculty and library raises are effective July 1, 2008.

Non-recurring earned supplement

A non-recurring pay increase of up to 7% for faculty for meritorious job performance during the start of Fall 2008 semester through February 28, 2009 will occur on April 1, 2009 provided funding is available. Decisions regarding implementation of the institutional plans to provide the non-recurring pay increase will be made at a later date and will strictly depend upon available of resources.

The McNeese faculty pay plan is in accordance with ULS policies.

McNeese State University

Administrative Pay Plan

Fiscal Year 2008-2009

Pending approval by the University of Louisiana System Board of Supervisors

McNeese State University will implement administrative salary increases to provide a 5% across the board for employees hired as of March 31, 2008. A minimal amount of discretionary increases have been awarded for employee recognition.

Salary increases will be effective July 1, 2008 with the 2008-09 letter of appointment pending ULS Board approval.

Athletics

Athletics will implement administrative salary increases to provide a 4.5% across the board for employees hired as of April 30, 2008. A minimal amount of discretionary increases have been awarded as requested by athletic staff.

Salary increases will be effective July 1, 2008 with the 2008-09 letter of appointment pending ULS Board approval.

Restricted

Employees hired by restricted (grant) funds may request a 5% salary increase. Increases will be effective once approval has been obtained from granting agency and approved by ULS Board.

Non-recurring earned supplement

A non-recurring pay increase of up to 5% for unclassified administrative staff for job performance from July 1, 2008 through February 28, 2009 will occur on April 1, 2009 provided funding is available. Decisions regarding implementation of the institutional plans to provide the non-recurring pay increase will be made at a later date and will strictly depend upon available of resources.

Unclassified Pay Increase Practices Survey

Instructions

This survey is designed to collect information about the past practices commonly used by state agencies and state institutions of higher education when awarding pay increases to unclassified employees. Please note that this is not a survey regarding the impact of current budget reductions. We are requesting information about the policies and practices used in years WHEN pay increases were being awarded under normal circumstances. If you have any questions about this survey, please contact Lori Parker, Assistant Commissioner for Budget Analysis at lori.parker@la.gov or 225-342-4253. Please return your completed survey(s) to the address below or contact Lori Parker to submit your information electronically. Thank you.

Lori Parker, Assistant Commissioner for Budget Analysis
Louisiana Board of Regents
P O Box 3677
Baton Rouge, LA 70821-3677

CONTACT INFORMATION

Name: Monica Bradley Title: AVP for Human Resources/EEO

Agency/Institution Submitting For: Grambling State University

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Unclassified Pay Increase Practices Survey

Please indicate which of the following pay increase tools are used by your organization to grant pay increases to REGULAR, FULL-TIME UNCLASSIFIED STAFF, including faculty, medical and teaching professionals, etc.

Name of the Agency, Office, University System, Campus, School etc. to which this response applies (submit separate responses if needed):					
Type of Increase Program Used ¹ (Check all that apply)	Category of Staff Eligible ²	Minimum % Increase Allowable ³	Maximum % Increase Allowable ³	Maximum Frequency Allowable ⁴	% Increase most often awarded in the past 5 years ⁵
Merit Increase	X Unclassified Staff & Faculty	1%	6%	1 year	3%
Variable Increase based on a multi-level performance rating system					
Variable Increase not specifically tied to a performance rating system	X Faculty	1%	6%	1 Year	3%
Step Increase					
Cost of Living Increase	X Unclassified Staff & Faculty	1%	6%	1 Year	3%
Longevity Increase					
Market Adjustment					
Performance Bonus					
Other:					

¹ Any method used to increase the base pay of an employee for continued satisfactory performance in the same job. (excludes increases based on events such as promotions, re-assignment or status changes, attainment of higher credentials, or similar non-recurring events.)

² If different compensation methods are limited to certain types of staff, such as tenured, managerial, support staff, etc. or to employees meeting certain criteria, such as length of service, etc. please indicate that in this column.

³ Minimum or Maximum an employee may receive whenever this particular pay method is used.

⁴ Frequency with which an employee may be granted an increase using this particular pay method (e.g. annually, biannually, etc.).

⁵ Based on all increases actually granted using this pay method from 7/1/05 through 6/30/10, the most common % change in pay that was granted.

Unclassified Pay Increase Practices Survey

Instructions

This survey is designed to collect information about the past practices commonly used by state agencies and state institutions of higher education when awarding pay increases to unclassified employees. Please note that this is not a survey regarding the impact of current budget reductions. We are requesting information about the policies and practices used in years WHEN pay increases were being awarded under normal circumstances. If you have any questions about this survey, please contact Lori Parker, Assistant Commissioner for Budget Analysis at lori.parker@la.gov or 225-342-4253. Please return your completed survey(s) to the address below or contact Lori Parker to submit your information electronically. Thank you.

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CONTACT INFORMATION

Name: John Ford Title: Human Resources Director

Agency/Institution Submitting For: Nicholls State University

Phone: 985-448-4040 E-mail: John.Ford@nicholls.edu

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Unclassified Pay Increase Practices Survey

Please indicate which of the following pay increase tools are used by your organization to grant pay increases to REGULAR, FULL-TIME UNCLASSIFIED STAFF, including faculty, medical and teaching professionals, etc.

Name of the Agency, Office, University System, Campus, School etc. to which this response applies (submit separate responses if needed):						
Type of Increase Program Used ¹ (Check all that apply)	Category of Staff Eligible ²	Minimum % Increase Allowable ³	Maximum % Increase Allowable ³	Maximum Frequency Allowable ⁴	% Increase most often awarded in the past 5 years ⁵	
Merit Increase	Faculty Non-Faculty	0%	TBD	1 Year	*See Explanation.	
Variable Increase based on a multi-level performance rating system	Faculty	0%	TBD	1 Year	*See Explanation.	
Variable Increase <u>not</u> specifically tied to a performance rating system	Non-Faculty	0%	TBD	1 Year	*See Explanation.	
Step Increase						
Cost of Living Increase					.	
Longevity Increase						
Market Adjustment	Faculty Non-Faculty	TBD	TBD	1 Year	*See Explanation.	
Performance Bonus						
Other:						

¹ Any method used to increase the base pay of an employee for continued satisfactory performance in the same job. (excludes increases based on events such as promotions, re-assignment or status changes, attainment of higher credentials, or similar non-recurring events.)

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³ Minimum or Maximum an employee may receive whenever this particular pay method is used.

⁴ Frequency with which an employee may be granted an increase using this particular pay method (e.g. annually, biannually, etc.).

⁵ Based on all increases actually granted using this pay method from 7/1/05 through 6/30/10, the most common % change in pay that was granted.

Nicholls State University
Summary of Pay Plans
Unclassified Non-Faculty

- **FY2005 -2006 – A pay plan averaging 3.7% was implemented based on merit and equity. The funds were allocated to the vice-presidents/president for distribution.**
- **FY 2006 – 2007 – A pay plan averaging 5% was implemented based on merit and equity. The funds were allocated to the vice-presidents/president for distribution.**
- **FY 2007 – 2008 – A pay plan averaging 4.33% was implemented. 3.00% was allocated to the vice-presidents/president for merit and 1.33% was distributed by the university to address defined equity issues and adjustments.**
- **FY2008 – 2009 – A pay plan averaging 4% for merit was approved. However, mid year budget cuts prevented the distribution of the increases.**
- **FY2009 – 2010 – No pay plan was submitted.**
- **FY2010 – 2011 – No pay plan was submitted.**

Nicholls State University

Summary of Pay Plans

Faculty

- **FY2005 – 2006 – A pay plan averaging 3.3% was implemented based on merit and equity. The funds were allocated to the Deans/Department Heads for distribution.**
- **FY2006 – 2007 – A pay plan averaging 6.3% was implemented. 2.0% was distributed across the board, 2.6% was allocated to the Deans/Department Heads to distribute for merit/equity and 1.7% by the university to address defined equity issues, adjustments, promotions, and educational increments.**
- **FY2007 – 2008 – A pay plan averaging 7.85% was implemented. 2.5% was distributed across the board, 2.5% was allocated to the Deans/Department Heads for merit/equity and 2.85% by the university to address defined equity issues and adjustments.**
- **FY2008 – 2009 – A pay plan averaging 4% for merit was approved. However, mid year budget cuts prevented the distribution of the increases.**
- **FY2009 – 2010 – No pay plan was submitted.**
- **FY2010 – 2011 – No pay plan was submitted.**

Nicholls State University Pay Plans Summary Explanation

There are many factors that are considered when determining the amount of funds available for unclassified pay plans. This makes it difficult to specify what is normal since this is evaluated on an annual basis as part of our budget review process.

Over a five year period the pay plan pool for faculty ranged from 0% to 7.85% and the unclassified non-faculty pool ranged from 0% to 5%. There were different allocations in both pools every year. Included in our information is a summary by fiscal year of the faculty and unclassified non-faculty pay plans for this year and the past 5 fiscal years.

To determine the amount available for pay plans, each year, we have to consider the financial status of the University. Some of the factors that are considered include state appropriated and self generated revenue along with expenses which vary from year to year.

When comparing the faculty plan to the unclassified non-faculty plan, you will note a difference in the amount appropriated. Market conditions along with directives from the system office to strive to pay faculty competitive wages as compared to peers typically require the university to provide more funds for merit, market and equity adjustments for faculty. We utilize SREB and CUPA survey data to compare both our faculty and unclassified non-faculty to peers.

Unclassified Pay Increase Practices Survey

Instructions

This survey is designed to collect information about the past practices commonly used by state agencies and state institutions of higher education when awarding pay increases to unclassified employees. Please note that this is not a survey regarding the impact of current budget reductions. We are requesting information about the policies and practices used in years WHEN pay increases were being awarded under normal circumstances. If you have any questions about this survey, please contact Lori Parker, Assistant Commissioner for Budget Analysis at lori.parker@la.gov or 225-342-4253. Please return your completed survey(s) to the address below or contact Lori Parker to submit your information electronically. Thank you.

Lori Parker, Assistant Commissioner for Budget Analysis
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CONTACT INFORMATION

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Unclassified Pay Increase Practices Survey

Please indicate which of the following pay increase tools are used by your organization to grant pay increases to REGULAR, FULL-TIME UNCLASSIFIED STAFF, including faculty, medical and teaching professionals, etc.

Name of the Agency, Office, University System, Campus, School etc. to which this response applies (submit separate responses if needed):		Northwestern State University				
Type of Increase Program Used ¹ (Check all that apply)	Category of Staff Eligible ²	Minimum % Increase Allowable ³	Maximum % Increase Allowable ³	Maximum Frequency Allowable ⁴	Average % Increase most often awarded in the past 5 years ⁵	
Merit Increase	X Faculty	0%	4.34%	1 Year	1.58%*	
Variable Increase based on a multi-level performance rating system						
Variable Increase <u>not</u> specifically tied to a performance rating system	X Unclassified	0%	17.01%	1 Year	4.37%**	
Step Increase	X Faculty	0%	4.4%	1 Year	1.77%*	
Cost of Living Increase						
Longevity Increase	X Faculty	0%	11.13%	1 Year	.26%*	
Market Adjustment	X Unclassified	0%	18.83%	1 Year	2.08%**	
Performance Bonus	X Faculty	0%	6.7%	1 Year	.54%*	
Other: Administrative Discretion	X Faculty	0%	66.5%	1 Year	2.65%*	

¹ Any method used to increase the base pay of an employee for continued satisfactory performance in the same job. (excludes increases based on events such as promotions, re-assignment or status changes, attainment of higher credentials, or similar non-recurring events.)

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⁴ Frequency with which an employee may be granted an increase using this particular pay method (e.g. annually, biannually, etc.).

⁵ Based on all increases actually granted using this pay method from 7/1/05 through 6/30/10, the most common % change in pay that was granted.

Note: * Average for Faculty 6.81%

** Average for Unclassified Non-Faculty 6.44%

NORTHWESTERN STATE UNIVERSITY

During the most recent 5 previous fiscal years, the pay plans for unclassified staff were as follows:

FY 2005 - 2006	No pay plan was approved.
FY 2006 - 2007	<p>*A pay plan averaging 6.00%, but ranging from 1.42% to 11.57% based on merit, employment FTE, SREB market adjustment, supervisory and administrative evaluation, that were approved for 9-month faculty employees.</p> <p>**A pay plan averaging 4.31%, but ranging from 4% to 11.93% based on a 4% flat increase per employee, CUPA market adjustment, and administrative evaluations that were approved for 12 month unclassified employees.</p>
FY 2007 - 2008	<p>*A pay plan averaging 12.31%, but ranging from 4.72% to 69.57% based on merit, employment FTE, SREB market adjustment, supervisory and administrative evaluations that were approved for 9-month faculty employees.</p> <p>**A pay plan averaging 10.43%, but ranging from 3.61% to 45.80%. This plan included a flat \$1500 per employee as per the Governor's statutory plan plus an additional \$2000 per employee provided from flexible funding 100% implementation, in addition to increases based on CUPA market adjustment and administrative evaluations that were approved for 12 month unclassified employees.</p>
FY 2008 - 2009	<p>*A pay plan averaging 2.11%, but ranging from 0.16% to 11.13% based on SREB market adjustment, service time that were approved for 9-month faculty employees.</p> <p>**A pay plan averaging 4.59%, but ranging from 0.24% to 29.87% based on CUPA market adjustment and administrative evaluations that were approved for 12 month unclassified employees that were still below the 2007-08 CUPA target.</p>
FY 2009 - 2010	No pay plan was approved.
FY 2010 - 2011	No pay plan was approved.
*	Average for Faculty: $6.81 \ (6 + 12.31 + 2.11 = 20.42/3 = 6.81)$
**	Average for Unclassified, Non-Faculty: $6.44 \ (4.31 + 10.43 + 4.59 = 19.33/3 = 6.44)$



Unclassified Pay Increase Practices Survey

Instructions

This survey is designed to collect information about the past practices commonly used by state agencies and state institutions of higher education when awarding pay increases to unclassified employees. Please note that this is not a survey regarding the impact of current budget reductions. We are requesting information about the policies and practices used in years WHEN pay increases were being awarded under normal circumstances. If you have any questions about this survey, please contact Lori Parker, Assistant Commissioner for Budget Analysis at lori.parker@la.gov or 225-342-4253. Please return your completed survey(s) to the address below or contact Lori Parker to submit your information electronically. Thank you.

Lori Parker, Assistant Commissioner for Budget Analysis
Louisiana Board of Regents
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CONTACT INFORMATION

Name: Tolor E. White Title: Vice President for Finance and Business Affairs

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Phone: (225) 771-5550 E-mail: tolor_white@sus.edu

Unclassified Pay Increase Practices Survey

Please indicate which of the following pay increase tools are used by your organization to grant pay increases to REGULAR, FULL-TIME UNCLASSIFIED STAFF, including faculty, medical and teaching professionals, etc.

Name of the Agency, Office, University System, Campus, School etc. to which this response applies (submit separate responses if needed):		Southern University Board and System Administration			
Type of Increase Program Used ¹ (Check all that apply)	Category of Staff Eligible ²	Minimum % Increase Allowable ³	Maximum % Increase Allowable ³	Maximum Frequency Allowable ⁴	% Increase most often awarded in the past 5 years ⁵
Merit Increase					
Variable Increase based on a multi-level performance rating system					
Variable Increase <u>not</u> specifically tied to a performance rating system	X Full-Time Unclassified Staff	3%	17%	1 year	5%
Step Increase					
Cost of Living Increase	X Full-Time Unclassified Staff	NA	\$1,500	1 year	• See next page
Longevity Increase					
Market Adjustment					
Performance Bonus					
Other:					

¹ Any method used to increase the base pay of an employee for continued satisfactory performance in the same job. (excludes increases based on events such as promotions, re-assignment or status changes, attainment of higher credentials, or similar non-recurring events.)

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³ Minimum or Maximum an employee may receive whenever this particular pay method is used.

⁴ Frequency with which an employee may be granted an increase using this particular pay method (e.g. annually, biannually, etc.).

⁵ Based on all increases actually granted using this pay method from 7/1/05 through 6/30/10, the most common % change in pay that was granted.

**Unclassified Pay Increase Practices Survey
Southern University Board and System Administration
Fiscal Years 2005-2006 through 2009-2010**

- | | |
|-----------------------|---|
| ❖ FY 2005-2006 | No pay plan was submitted and/or approved. |
| ❖ FY 2006-2007 | No pay plan was submitted and/or approved; however, certain unclassified personnel received increases averaging about 5 %. |
| ❖ FY 2007-2008 | A cost of living pay increase in the amount of \$1,500 was granted by the legislature for unclassified state employees. |
| ❖ FY 2008-2009 | No pay plan was submitted and/or approved. |
| ❖ FY 2009-2010 | No pay plan was submitted and/or approved; however, certain unclassified personnel received increases ranging from 5 % to 17%. |

Unclassified Pay Increase Practices Survey

Instructions

This survey is designed to collect information about the past practices commonly used by state agencies and state institutions of higher education when awarding pay increases to unclassified employees. Please note that this is not a survey regarding the impact of current budget reductions. We are requesting information about the policies and practices used in years WHEN pay increases were being awarded under normal circumstances. If you have any questions about this survey, please contact Lori Parker, Assistant Commissioner for Budget Analysis at lori.parker@la.gov or 225-342-4253. Please return your completed survey(s) to the address below or contact Lori Parker to submit your information electronically. Thank you.

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Louisiana Board of Regents
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CONTACT INFORMATION

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Unclassified Pay Increase Practices Survey

Please indicate which of the following pay increase tools are used by your organization to grant pay increases to REGULAR, FULL-TIME UNCLASSIFIED STAFF, including faculty, medical and teaching professionals, etc.

Name of the Agency, Office, University System, Campus, School etc. to which this response applies (submit separate responses if needed):		SOUTHERN UNIVERSITY LAW CENTER			
Type of Increase Program Used ¹ (Check all that apply)	Category of Staff Eligible ²	Minimum % Increase Allowable ³	Maximum % Increase Allowable ³	Maximum Frequency Allowable ⁴	% Increase most often awarded in the past 5 years ⁵
Merit Increase					
Variable Increase based on a multi-level performance rating system					
Variable Increase <u>not</u> specifically tied to a performance rating system	X	2%	16%	Annually	5%
Step Increase					
Cost of Living Increase					
Longevity Increase	Unclassified		\$1,500		
Market Adjustment					
Performance Bonus					
Other:					

¹ Any method used to increase the base pay of an employee for continued satisfactory performance in the same job. (excludes increases based on events such as promotions, re-assignment or status changes, attainment of higher credentials, or similar non-recurring events.)

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³ Minimum or Maximum an employee may receive whenever this particular pay method is used.

⁴ Frequency with which an employee may be granted an increase using this particular pay method (e.g. annually, biannually, etc.).

⁵ Based on all increases actually granted using this pay method from 7/1/05 through 6/30/10, the most common % change in pay that was granted.

Unclassified Pay Increase Practices Survey (cont'd)

Louisiana Board of Regents

During the most recent 5 previous fiscal years, the pay plans for unclassified staff were as follows

- 1. FY 2005-2006 - No pay plan was approved**
- 2. FY 2006-2007 - A pay plan averaging approximately 7% and ranging from 2% to 16% based on management evaluations and approval was awarded.**
- 3. FY 2007-2008 - A pay plan averaging approximately 5% and ranging from 2% to 12% based on management evaluations and approval was awarded. Louisiana Legislature authorized a general increase for unclassified employees in the amount of \$1,500**
- 4. FY 2008-2009 - A pay plan averaging approximately 6% and ranging from 5% to 16% based on management evaluations and approval was awarded.**
- 5. FY 2009-2010 - No pay plan was approved**

Unclassified Pay Increase Practices Survey

INSTRUCTIONS:

This survey is designed to collect information about the past practices commonly used by state agencies and state institutions of higher education when awarding pay increases to unclassified employees. Please note that this is not a survey regarding the impact of current budget reductions. We are requesting information about the policies and practices used in years WHEN pay increases were being awarded under normal circumstances. If you have any questions about this survey, please contact Lori Parker, Assistant Commissioner for Budget Analysis at lori.parker@la.gov or 225-342-4253. Please return your completed survey(s) to the address below or contact Lori Parker to submit your information electronically. Thank you.

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CONTACT INFORMATION:

Name: Benjamin Pugh Title: Vice Chancellor for Finance and Administration

Agency/Institution Submitting For: Southern University at Shreveport

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Unclassified Pay Increase Practices Survey

Please indicate which of the following pay increase tools are used by your organization to grant pay increases to REGULAR, FULL-TIME UNCLASSIFIED STAFF, including faculty, medical and teaching professionals, etc.

Name of the Agency, Office, University System, Campus, School etc. to which this response applies (submit separate responses if needed):		Southern University			
Type of Increase Program Used ¹ (Check all that apply)	Category of Staff Eligible ²	Minimum % Increase Allowable ³	Maximum % Increase Allowable ³	Maximum Frequency Allowable ⁴	% Increase most often awarded in the past 5 years ⁵
Merit Increase					
Variable Increase based on a multi-level performance rating system					
Variable Increase <u>not</u> specifically tied to a performance rating system	X	5%	6%	1 year	(see next page) 5%
Step Increase					
Cost of Living Increase	X	N/A	(\$1500)	1 year	(see next page) N/A
Longevity Increase					
Market Adjustment	X	8%	10%	1 year	(see next page) %
Performance Bonus					
Other:					

¹ Any method used to increase the base pay of an employee for continued satisfactory performance in the same job. (excludes increases based on events such as promotions, re-assignments or status changes, attainment of higher credentials, or similar non-recurring events.)

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⁴ Frequency with which an employee may be granted an increase using this particular pay method (e.g., annually, biannually, etc.).

⁵ Based on all increases actually granted using this pay method from 7/1/05 through 6/30/10, the most common % change in pay that was granted.

CONT'D --

Unclassified Pay Increase Practices Survey

Louisiana Board of Regents

During the most recent 5 previous fiscal years, the pay plans for unclassified staff were as follows:

- FY 2005-2006 – No pay plan was approved.
- FY 2006-2007 – A pay plan averaging 5.5% but ranging from 5% for staff to 6% for faculty was implemented.
- FY 2007-2008 – The LA Legislature appropriated funds for a general increase of \$1,500 faculty and unclassified staff meeting.
- FY 2008-2009 – No pay plan was approved.
- FY 2009-2010 – No pay plan was approved, certain employees were granted equity increases based on SREB averages.
- FY 2010-2011 – No pay plan was approved.

Unclassified Pay Increase Practices Survey

Instructions

This survey is designed to collect information about the past practices commonly used by state agencies and state institutions of higher education when awarding pay increases to unclassified employees. Please note that this is not a survey regarding the impact of current budget reductions. We are requesting information about the policies and practices used in years WHEN pay increases were being awarded under normal circumstances. If you have any questions about this survey, please contact Lori Parker, Assistant Commissioner for Budget Analysis at lori.parker@la.gov or 225-342-4253. Please return your completed survey(s) to the address below or contact Lori Parker to submit your information electronically. Thank you.

Lori Parker, Assistant Commissioner for Budget Analysis
Louisiana Board of Regents
P O Box 3677
Baton Rouge, LA 70821-3677

CONTACT INFORMATION

Name: Flandus McClinton Title: Vice Chancellor for Finance and Administration

Agency/Institution Submitting For: Southern University and A&M College – Baton Rouge Campus

Phone: 771-5021 E-mail: Flandus_McClinton@subr.edu

Unclassified Pay Increase Practices Survey

Please indicate which of the following pay increase tools are used by your organization to grant pay increases to REGULAR, FULL-TIME UNCLASSIFIED STAFF, including faculty, medical and teaching professionals, etc.

Name of the Agency, Office, University System, Campus, School etc. to which this response applies (submit separate responses if needed):		Southern University A & M College – Baton Rouge			
Type of Increase Program Used ¹ (Check all that apply)	Category of Staff Eligible ²	Minimum % Increase Allowable ³	Maximum % Increase Allowable ³	Maximum Frequency Allowable ⁴	% Increase most often awarded in the past 5 years ⁵
Merit Increase					
Variable Increase based on a multi-level performance rating system					
Variable Increase <u>not</u> specifically tied to a performance rating system	✓ Unclassified	0%	5%	1 Year	3% *** (see next page)
Step Increase					
Cost of Living Increase	✓ Unclassified	1,229	1,500	1 Year	
Longevity Increase					
Market Adjustment					
Performance Bonus					
Other:					

¹ Any method used to increase the base pay of an employee for continued satisfactory performance in the same job. (excludes increases based on events such as promotions, re-assignment or status changes, attainment of higher credentials, or similar non-recurring events.)

² If different compensation methods are limited to certain types of staff, such as tenured, managerial, support staff, etc. or to employees meeting certain criteria, such as length of service, etc. please indicate that in this column.

³ Minimum or Maximum an employee may receive whenever this particular pay method is used.

⁴ Frequency with which an employee may be granted an increase using this particular pay method (e.g. annually, biannually, etc.).

⁵ Based on all increases actually granted using this pay method from 7/1/05 through 6/30/10, the most common % change in pay that was granted.

Unclassified Pay Increase Practices Survey (Cont'd)

Southern University and A&M College -- Baton Rouge Campus

During the most recent 5 previous fiscal years, the pay plans for unclassified staff were as follows:

- FY 2005-2006 - No pay plan was approved
- FY 2006-2007 - A pay plan of three (3%) percent to unclassified employees and a five (5%) percent faculty salary adjustment were implemented.
- FY 2007-2008 – A pay plan of 2.2% salary increase for faculty and a cost of living adjustment of \$1,500 were awarded to unclassified employees and a cost of living adjustment of 1,229 was awarded to the faculty.
- FY 2008-2009 – No pay plan was approved
- FY 2009-2010 – No pay plan was approved
- FY 2010-2011 – No pay plan was approved

Unclassified Pay Increase Practices Survey

Instructions

This survey is designed to collect information about the past practices commonly used by state agencies and state institutions of higher education when awarding pay increases to unclassified employees. Please note that this is not a survey regarding the impact of current budget reductions. We are requesting information about the policies and practices used in years WHEN pay increases were being awarded under normal circumstances. If you have any questions about this survey, please contact Lori Parker, Assistant Commissioner for Budget Analysis at lori.parker@la.gov or 225-342-4253. Please return your completed survey(s) to the address below or contact Lori Parker to submit your information electronically. Thank you.

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Louisiana Board of Regents
P O Box 3677
Baton Rouge, LA 70821-3677

CONTACT INFORMATION

Name: Randy Dukes Title: Director, Human Resources

Agency/Institution Submitting For: Southern University at New Orleans

Phone: 504-286-5118 E-mail: rdukes@suno.edu

Unclassified Pay Increase Practices Survey

Please indicate which of the following pay increase tools are used by your organization to grant pay increases to REGULAR, FULL-TIME UNCLASSIFIED STAFF, including faculty, medical and teaching professionals, etc.

Name of the Agency, Office, University System, Campus, School etc. to which this response applies (submit separate responses if needed):		Southern University at New Orleans			
Type of Increase Program Used ¹ (Check all that apply)	Category of Staff Eligible ²	Minimum % Increase Allowable ³	Maximum % Increase Allowable ³	Maximum Frequency Allowable ⁴	% Increase most often awarded in the past 5 years ⁵
Merit Increase					
Variable Increase based on a multi-level performance rating system	Unclassified	2%	2%	1 year	2%
Variable Increase <u>not</u> specifically tied to a performance rating system	Unclassified	5%	5%	1 year	5%
Step Increase					
Cost of Living Increase	Unclassified	\$1,500	\$1,500	1 year	
Longevity Increase					
Market Adjustment	Unclassified	.50%	26.00%	2 years	
Performance Bonus					
Other:					

¹ Any method used to increase the base pay of an employee for continued satisfactory performance in the same job. (excludes increases based on events such as promotions, re-assignment or status changes, attainment of higher credentials, or similar non-recurring events.)

² If different compensation methods are limited to certain types of staff, such as tenured, managerial, support staff, etc. or to employees meeting certain criteria, such as length of service, etc. please indicate that in this column.

³ Minimum or Maximum an employee may receive whenever this particular pay method is used.

⁴ Frequency with which an employee may be granted an increase using this particular pay method (e.g. annually, biannually, etc.).

⁵ Based on all increases actually granted using this pay method from 7/1/05 through 6/30/10, the most common % change in pay that was granted.

Unclassified Pay Increase Practices Survey (cont'd)

Louisiana Board of Regents

During the most recent 5 previous years, the pay plans for unclassified staff were as follows:

- **FY 2005-2006 - No pay plan approved**
- **FY 2006-2007 - Equity pay adjustment to bring certain unclassified employees within 83.25 % of SREB
5 % unclassified pay plan was implemented**
- **FY 2007-2008 - A 2 % Merit Plan was implemented.**

**An equity pay adjustment was implemented to bring certain unclassified employees to at least 90 % of
SREB**

**\$1,500 – A one-time cost-of -living increase was given to unclassified staff and faculty as authorized by
the LA Legislature.**

- **FY 2008-2009 - No pay plan approved**
- **FY 2009-2010 - No pay plan approved**
- **FY 2010-2011 - No pay plan approved**

Unclassified Pay Increase Practices Survey

Instructions

This survey is designed to collect information about the past practices commonly used by state agencies and state institutions of higher education when awarding pay increases to unclassified employees. Please note that this is not a survey regarding the impact of current budget reductions. We are requesting information about the policies and practices used in years WHEN pay increases were being awarded under normal circumstances. If you have any questions about this survey, please contact Lori Parker, Assistant Commissioner for Budget Analysis at lori.parker@la.gov or 225-342-4253. Please return your completed survey(s) to the address below or contact Lori Parker to submit your information electronically. Thank you.

Lori Parker, Assistant Commissioner for Budget Analysis
Louisiana Board of Regents
P O Box 3677
Baton Rouge, LA 70821-3677

CONTACT INFORMATION

Name: Adell Brown, Jr. Title: Vice Chancellor for Finance and Administration

Agency/Institution Submitting For: Southern University Agricultural Research and Extension Center

Phone: (225) 771-2242 E-mail: adell_brown@suagcenter.com

Unclassified Pay Increase Practices Survey

Please indicate which of the following pay increase tools are used by your organization to grant pay increases to REGULAR, FULL-TIME UNCLASSIFIED STAFF, including faculty, medical and teaching professionals, etc.

Name of the Agency, Office, University System, Campus, School etc. to which this response applies (submit separate responses if needed):		Southern University Agricultural Research and Extension Center			
Type of Increase Program Used ¹ (Check all that apply)	Category of Staff Eligible ²	Minimum % Increase Allowable ³	Maximum % Increase Allowable ³	Maximum Frequency Allowable ⁴	% Increase most often awarded in the past 5 years ⁵
Merit Increase					
Variable Increase based on a multi-level performance rating system					
Variable Increase <u>not</u> specifically tied to a performance rating system	X	5%	5 %	One time	4 %*** (see next page)
Step Increase					
Cost of Living Increase	X	\$1,500		One time	(see next page)
Longevity Increase					
Market Adjustment	X	1%	11 %	One time	3 %*** (see next page)
Performance Bonus					
Other:					

¹ Any method used to increase the base pay of an employee for continued satisfactory performance in the same job. (excludes increases based on events such as promotions, re-assignment or status changes, attainment of higher credentials, or similar non-recurring events.)

² If different compensation methods are limited to certain types of staff, such as tenured, managerial, support staff, etc. or to employees meeting certain criteria, such as length of service, etc. please indicate that in this column.

³ Minimum or Maximum an employee may receive whenever this particular pay method is used.

⁴ Frequency with which an employee may be granted an increase using this particular pay method (e.g. annually, biannually, etc.).

⁵ Based on all increases actually granted using this pay method from 7/1/05 through 6/30/10, the most common % change in pay that was granted.

Unclassified Pay increase Practices Survey (cont'd)

Southern University Agricultural Research and Extension Center

During the most recent 5 previous fiscal years, the pay plans for the unclassified staff were as follows:

- FY 2005-2006 No pay plan was approved.
- FY 2006-2007 A pay plan of 5 % pay adjustment and market (equity) adjustments for unclassified employees who were significantly below their respective peer group. The market adjustment ranged from 1% to 11% with an average adjustment of 3%.
- FY 2007-2008 A pay plan of \$1,500 across the board of all unclassified employees.
- FY 2008-2009 No pay plan was approved, certain employees were granted equity increases in accordance with SREB averages.
- FY 2009-2010 No pay plan was approved.
- FY 2010-2011 No pay plan was approved.



Louisiana Community & Technical College System

Changing Lives, Creating Futures

Unclassified Pay Increase Practices Survey

Instructions

This survey is designed to collect information about the past practices commonly used by state agencies and state institutions of higher education when awarding pay increases to unclassified employees. Please note that this is not a survey regarding the impact of current budget reductions. We are requesting information about the policies and practices used in years WHEN pay increases were being awarded under normal circumstances. If you have any questions about this survey, please contact Lori Parker, Assistant Commissioner for Budget Analysis at lori.parker@la.gov or 225-342-4253. Please return your completed survey(s) to the address below or contact Lori Parker to submit your information electronically. Thank you.

Lori Parker, Assistant Commissioner for Budget Analysis
Louisiana Board of Regents
P O Box 3677
Baton Rouge, LA 70821-3677

CONTACT INFORMATION

Name: Lura Kamiya Title: Director of Human Resources

Agency/Institution Submitting For: Louisiana Community and Technical College System

Phone: 225-922-2239

E-mail: lkamiya@lctcs.edu

Unclassified Pay Increase Practices Survey

Please indicate which of the following pay increase tools are used by your organization to grant pay increases to REGULAR, FULL-TIME UNCLASSIFIED STAFF, including faculty, medical and teaching professionals, etc.

Name of the Agency, Office, University System, Campus, School etc. to which this response applies (submit separate responses if needed):			La. Community & Technical College System			
Type of Increase Program Used ¹ (Check all that apply)		Category of Staff Eligible ²	Minimum % Increase Allowable ³	Maximum % Increase Allowable ³	Maximum Frequency Allowable ⁴	% Increase most often awarded in the past 5 years ⁵
Merit Increase	x	Unclassified	Variable – over all % merit increase budget set each year and applied to all colleges and the system office		1 year	See tabs for each year. 3-5%
Variable Increase based on a multi-level performance rating system						
Variable Increase <u>not</u> specifically tied to a performance rating system						
Step Increase						
Cost of Living Increase						
Longevity Increase						
Market Adjustment						
Performance Bonus						
Other:						

¹ Any method used to increase the base pay of an employee for continued satisfactory performance in the same job. (excludes increases based on events such as promotions, re-assignment or status changes, attainment of higher credentials, or similar non-recurring events.)

The September 14, 2005 board meeting is the meeting for which merit increase need to be prepared for proposal to the LCTCS Board of Supervisors. All personnel actions are due into Lura Kamiya by August 22, 2005 for the September board meeting.

Based on system policy II.3.-010

- **“Salary Increases:** Salary increases for employees of the LCTCS will be based on performance and appropriate level of workload. Consideration for a salary increase will be given to those employees that receive an overall performance rating of “satisfactory” and above. The evaluation must have been completed no more than one year prior to the recommended salary increase. Salary increases will not be awarded across-the-board, without prior board approval. In no instance will a salary increase or promotion be granted to an employee with a rating of “unsatisfactory.
- No merit increase shall be granted an employee out on leave for a period beyond 12 weeks (the maximum allowed under the Family and Medical Leave Act) until such time as the employee has (1) returned to work for a minimum of six months, and (2) has received a “satisfactory” or above performance rating.
- Merit increases shall be based on the salary in place the day prior to the effective date of the merit increase. **No merit increase shall be granted an employee employed for a period of less than six months, or who has received a salary increase of any type within six months prior to the effective date of the merit increase, unless justification has been provided by the Chancellor and the System President has approved such for recommendation to the Board of Supervisors.”**

Guidelines for 2005 Merit Increases:

- Each college will be held to a 4.0% overall merit increase budget
- The total of all base salary for all approved positions for the college (include vacancies) will be included in the aggregate base salary total to which 4.0% will be applied to determine the maximum overall merit increase budget for the college. This maximum merit increase budget (4.0% of the college’s aggregate base salary total) shall not be exceeded by the college in the overall merit increase proposal for the college. Only those unclassified approved positions that require board approval for salary action are to be included in the aggregate base salary total (this does not include classified positions).
- **Merit increases for “peak performers” shall not exceed 5.0%. Any merit increases proposed for over 5.0% require submission of justification for the increase in writing from the Chancellor to the System President.**
- Employees with “below satisfactory” evaluations shall receive 0% merit increases.
- Employees hired less than six months prior to July 1, 2005 shall receive 0% merit increases, unless justification has been provided by the Chancellor and approved by the System President for recommendation to the Board.
- Each Chancellor shall complete and sign the Merit Increase Certification

FY 2005/2006 Average Merit Increases		
	Faculty	Unclassified Non-Faculty
Baton Rouge CC	3.7	3.5
Bossier Parish CC	3.0	3.0
Delgado CC	2.9	2.5
La. Delta CC	0	0
Nunez CC	0	0
River Parishes CC	4.7	4.25
South La. CC	2.5	2.5
L. E. Fletcher TCC	3.6	4.6
SOWELA TCC	3.6	3.7
La. Technical College	2.4	2.2
LCTCS Board Office	0	3.7
	3.3	3.3
Note: Nunez CC and La. Delta CC did not give merits FY05/06		

The August 9, 2006 board meeting is the meeting for which merit increases need to be prepared for proposal to the LCTCS Board of Supervisors. All personnel actions are due into Lura Kamiya by July 17, 2006 for the August board meeting.

Based on system policy II.3.-010

- **“Salary Increases:** Salary increases for employees of the LCTCS will be based on performance and appropriate level of workload. Consideration for a salary increase will be given to those employees that receive an overall performance rating of “satisfactory” and above. The evaluation must have been completed no more than one year prior to the recommended salary increase. Salary increases will not be awarded across-the-board, without prior board approval. In no instance will a salary increase or promotion be granted to an employee with a rating of “unsatisfactory.”
- No merit increase shall be granted an employee out on leave for a period beyond 12 weeks (the maximum allowed under the Family and Medical Leave Act) until such time as the employee has (1) returned to work for a minimum of six months, and (2) has received a “satisfactory” or above performance rating.
- Merit increases shall be based on the salary in place the day prior to the effective date of the merit increase. No merit increase shall be granted an employee employed for a period of less than six months, or who has received a salary increase of any type within six months prior to the effective date of the merit increase, unless justification has been provided by the Chancellor and the System President has approved such for recommendation to the Board of Supervisors.”

Guidelines for 2006 Merit Increases for Unclassified Non-Faculty Employees:

- Each employee will be held to a ceiling/maximum overall merit increase of 5%. Any merit increase proposed for “peak performers” for over 5% requires submission of justification for the increase in writing from the Chancellor to the System President.
- Employees with “below satisfactory” evaluations shall receive 0% merit increases.
- Employees hired less than six months prior to July 1, 2006 shall receive 0% merit increases, unless justification has been provided by the Chancellor and approved by the System President for recommendation to the Board.
- Each Chancellor shall complete and sign the Merit Increase Certification

Institution	Faculty	Nursing		Total Merit Increase %
		Instructors	Non-Faculty	
Baton Rouge CC	5.25%		5.30%	5.27%
Bossier Parish CC	5.95%		5.52%	5.70%
Delgado CC	5.49%	9.26%	5.49%	5.71%
La. Delta CC	5.42%		5.24%	5.34%
Nunez CC	7.86%		6.62%	7.33%
River Parishes CC	4.66%		4.44%	4.53%
South La. CC	6.02%		5.61%	5.79%
L.E. Fletcher TCC	4.90%		6.20%	5.30%
SOWELA TCC	5.75%		5.81%	5.77%
LTC-Region 1	3.63%		3.85%	3.70%
LTC-Region 2	4.31%		4.41%	4.34%
LTC-Region 3	4.25%		4.25%	4.25%
LTC-Region 4	4.23%		4.50%	4.53%
LTC-Region 6	4.10%		4.19%	4.12%
LTC-Region 7	4.53%		4.50%	4.53%
LTC-Region 8	4.36%		4.73%	4.55%
LTC-Region 9	4.48%		4.56%	4.52%
LTC-Transition Support	0.00%		5.00%	5.00%
LCTCS	0.00%		4.30%	4.30%
	85.18%		94.52%	94.57%
Total System %	4.48%		4.97%	4.98%

**Guidelines for Implementing Salary Increases for Unclassified Non-Faculty
Employees to be Effective July 1, 2007**

ACROSS-THE-BOARD PAY INCREASE

In Executive Order No. KBB 2007-15, Governor Kathleen Babineaux Blanco approved a state employee (across-the-board) pay raise for unclassified non-faculty employees of \$0.72/hour (\$1500 annually for full time), effective July 1, 2007.

The \$0.72/hour (\$1500 annual) across-the-board increase is to be applied to the salary in place as of 6/30/07 for all full-time and part-time (regular tour of duty) unclassified non-faculty employees.

Remember, an across-the-board increase is not dependent upon performance, merit, or fulfillment of a six month period as an employee; it is dependent upon being hired into the position with an effective date on or before 6/30/07 and continuing in active employment.

Excluded from this Unclassified Non-Faculty Across-the-Board Pay Increase are the following:

- Students and graduate assistants
- State employees who are paid entirely by revenues which are not appropriated in Acts 18 or 48 of the 2007 Regular Session; provided however, that nothing herein shall prohibit a public entity from implementing a pay increase for such state employee from available funds;
- Faculty of public higher education institutions who, per the Board of Regents guidelines, are eligible for the Faculty Pay Raise provided in Act 18 of the 2007 Regular Session;
- Adjunct faculty of public higher education institutions;
- Unclassified employees who receive the Faculty Pay Raise, Teacher pay Raise or Support Worker pay Raise provided in Act 18 of the 2007 Regular Session;
- Intermittent employees who are not hired on a regularly scheduled basis;
- Temporary employees in the unclassified service whose employment is not reasonably expected to exceed one (1) year or twelve (12) consecutive calendar months;
- Seasonal employees

Reference Documents:

- Office of State Uniform Payroll (OSUP) Memorandum #2008-03 is accessible at <http://www.doa.louisiana.gov/OSUP/memos/fy2008/08-03.pdf>
- Executive Order No. KBB 2007-15 is accessible at <http://gov.louisiana.gov/assets/docs/15ExecOrderStateEmployeePay.pdf>

**Guidelines for Salary Increases for Faculty
To be Effective July 1, 2007**

“Faculty” Pay Plan Overview

- Each college was appropriated a dollar amount for a faculty pay increase. The total of the amount appropriated equates to 5% of the total of full time faculty salaries reported by the college in the Board of Regents salary survey, plus an amount to cover related benefits (employer TRSL contribution).
- Representative LaFleur added language in the General Appropriations Bill to the “faculty” pay plan which requires that “each institution shall allocate one-half of those funds for an across-the-board pay increase”. Board of Regents provided information that Representative Lafleur’s intent was that this across-the-board increase be provided as a flat dollar amount.
- Once the across-the-board per faculty member increase distribution is made, any remaining dollars appropriated to the institution in the “faculty” pay plan are to be distributed on merit basis.
- All dollars appropriated to the college for the “faculty” pay plan are to be distributed to faculty as salary increase and may be used for no other purpose.
- Faculty members included in the “faculty” pay plan are not eligible for the unclassified across-the-board increase.

Across-the-Board Faculty Increase

- All colleges in the LCTCS will provide to each eligible full time faculty member, as defined by Board of Regents guidelines, an across-the-board amount of \$1,500.
- The \$1,500 across-the-board increase amount will assure equity within the individual college of across-the-board dollar amount (same as amount that applies to classified and unclassified non-faculty) and a consistent flat dollar amount across-the-board application for faculty system-wide.
- The faculty member must be employed by 6/30/07. The across-the-board increase will be applied to the base salary in place effective 6/30/07 and will be effective 7/1/07.
- An across-the-board increase is not dependent upon performance, merit, or fulfillment of a six month period of employment; it is dependent upon being hired into a full time faculty position with an effective date on or before 6/30/07 and continuing in active employment.

	Faculty		Non-Faculty
	% Range	Average %	Average %
Baton Rouge Community College	2-8%	5.88%	5.32%
Bossier Parish Community College	3-6%	5.68%	5.46%
Delgado Community College*	>8%	12.30%	7.40%
La. Delta Community College	2-5%	6.00%	6.00%
Elaine P. Nunez Community College*	5->8%	9.80%	7.60%
River Parishes Community College	5-6%	6.00%	5.00%
South Louisiana Community College	2-8%	5.30%	5.60%
L.E. Fletcher Technical Commun. College	2-8%	5.00%	4.70%
SOWELA Technical Commun. College	3-6%	5.51%	6.00%
La. Technical College Region 1*	>8%	12.70%	5.49%
La. Technical College Region 2	3-6%	5.00%	5.00%
La. Technical College Region 3	3-5%	5.00%	5.00%
La. Technical College Region 4	2-8%	5.00%	5.00%
La. Technical College Region 6	3-6%	5.00%	5.00%
La. Technical College Region 7	3-7%	5.00%	5.00%
La. Technical College Region 8	4-5%	5.00%	5.00%
La. Technical College Region 9	3-6%	5.00%	5.00%
LCTC System Office	n/a		5.50%
		6.40%	5.50%

Note: LCTCS elected to provide each eligible faculty member with a minimum increase of \$1,500. All monies allocated per institution for the Faculty Pay Plan were distributed. Additional institution faculty merit dollars, based on college-by-college determination, were distributed based on merit. Delgado Community College, La. Technical College Region 1, and Elaine P. Nunez Community College elected to distribute dollars for retention purposes from monies received from the Higher Education Initiatives Fund to hurricane-affected institutions.

*In addition to the faculty pay plan increase, Delgado Community College, LTC Region 1 and Elaine P. Nunez Community College provided retention increases from monies provided by the Higher Education Initiatives Fund for hurricane-impacted colleges.

The August 13, 2008 board meeting is the meeting for which merit increases need to be prepared for reporting to the LCTCS Board of Supervisors. All merit increase proposal spreadsheets are due into Lura Kar

Based on system policy II.3.-010

- **“Salary Increases:** Salary increases for employees of the LCTCS will be based on performance and appropriate level of workload. Consideration for a salary increase will be given to those employee
- No merit increase shall be granted an employee out on leave for a period beyond 12 weeks (the maximum allowed under the Family and Medical Leave Act) until such time as the employee has (1) re
- Merit increases shall be based on the salary in place the day prior to the effective date of the merit increase. No merit increase shall be granted an employee employed for a period of less than six mo

Guidelines for 2008 Merit Increases:

- The system operations office and each department therein will be held to an overall average merit increase of 6%.
- **Any individual salary increase proposed for “peak performers” over 9%** requires submission of justification for the increase in writing from the Department Head to the System President. Ident
- Employees hired less than six months prior to July 1, 2008 shall receive 0% merit increases, unless justification has been provided by the Department Head and approved by the System President.
- Employees with “below satisfactory” evaluations shall receive 0% merit increases.
- Department Heads should present merits for their areas of responsibility Dr. May for approval prior to submission to Human Resources by Friday, July 25, 2008.

Average Merit Increase FY08-09	Unclassified Non-Faculty	Faculty	Total # of Merits
Baton Rouge Community College	3.23%	3.61%	179
Bossier Parish Community College	2.00%	2.00%	221
Delgado Community College	2.94%	2.99%	501
La. Delta Community College	4.40%	4.50%	52
Nunez Community College	5.02%	5.04%	66
River Parishes Community College	5.70%	6.00%	31
South Louisiana Community College	5.87%	5.91%	58
L.E. Fletcher Technical Community College	3.59%	3.75%	65
SOWELA Technical Community College	1.24%	1.33%	65
Louisiana Technical Community College			
Region 1	2.94%	2.94%	24
Region 2	4.00%	4.00%	111
Region 3	4.00%	4.00%	82
Region 4	4.00%	4.00%	199
Region 6	4.00%	4.00%	124
Region 7	4.00%	4.00%	136
Region 8	4.00%	4.00%	94
Region 9	4.00%	4.00%	96

LCTC System Operations	4.60%	0.00%	69
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Total Number of Merits			2173
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Instituion
Bossier Parish Community College
Baton Rouge Community College
Delgado Community College
Louisiana Technical College - Region 1
L. E. Fletcher Technical Community College
La. Delta Community College
Nunez Community College
River Parishes Community College
South Louisiana Community College
SOWELA Technical Community College

Louisiana Technical College - Regions 2-9

LCTC System Operations

Layoff Avoidance Action

Withholding of merit increases for classified

Withholding of merit increases for unclassified

Increase class size to maximize efficiency of work output from FTE and adjunct

Increase faculty workload from 15 credit hours to 18 credit hours without compensation

Not filling non-critical vacancies from last and current fiscal years

Withholding of merit increases for classified

Withholding of merit increases for unclassified

Withholding of merit increases for classified

Withholding of merit increases of unclassified

Abolishment of 6 classified and 15 unclassified vacant positions

Withholding of merit increases for classified

withholding of merit increases of unclassified

Abolishment of 18 adjunct faculty positions

Withholding of merit increases for classified

Withholding of merit increases for unclassified

Review to determine if increase workload may provide further savings

Increased class size based on room capacity and academic discipline

Withholding of merit increases for classified

Withholding of merit increases for unclassified

Freezing of two vacant positions

Withholding of merit increases for classified

Withholding of merit increases for unclassified

Seek to fill 3 retirement vacancies at reduced salaries

Reorganization in November 2009 to combine Student Affairs and Academic Affairs which will eliminate one Vice chancellor position

Larger class sizes in each section to reduce faculty overload and adjunct contracts

Withholding of merit increases for classified

Withholding of merit increases for unclassified

Limit travel to within state

Offer a retirement incentive to unclassified eligible to retire

Withholding of merit increases for classified

Withholding of merit increases for unclassified

Withholding of merit increases for classified

Withholding of merit increases for unclassified

Freeze on filling 12 positions

Reduce 1 vacant faculty position from 12 month to 9 month position

Eliminate 1 adjunct faculty position and student worker positions

Withholding of merit increases for classified

Withholding of merit increases for unclassified

Withholding of merit increases for classified

Withholding of merit increases for unclassified

Retirement Incentive



LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

TO: Dr. Joe D. May
System President

THROUGH: Jan Jackson

FROM: Lura Kamiya

SUBJECT: Suspension of Classified Merits

DATE: March 24, 2010

FOR BOARD ACTION

Recommendation: Staff recommends that the LCTCS Board of Supervisors with the constitutional authority join with Governor Jindal of the State of Louisiana in the suspension of the awarding of salary increases to unclassified state employees starting immediately and continuing through the duration of the 2010/2011 fiscal year.

Background: Governor Bobby Jindal in Executive Order BJ 10-05 Merit Increase Freeze authorized the suspension of the awarding of salary increases to unclassified state employees starting effective March 19, 2010 and continuing through the duration of the 2010/2011 fiscal year. The Governor urged all entities with constitutional authority to exercise such authority and adopt this suspension.

During this period of suspension, no appointing authority may grant a merit increase to any unclassified employee nor may any unclassified employee gain eligibility for a merit increase.

This freeze shall not affect promotions and performance review requirements.

Governor Jindal has also approved the recommendation of the State Civil Service Commission for suspension of merit increases and gaining of eligibility for merit increases for classified employees for the period from July 1, 2010 through June 30, 2011.

Benefits to the System: Difficult and challenging times call for fiscal prudence and a shared sacrifice among all those who serve the public. Adoption of this suspension of unclassified salary increases by the Board allows for uniformity of application throughout the system. It also allows for uniformity of suspension of merit increases for both classified and unclassified employees.

Approved for Recommendation to the Board
Dr. Joe D. May

Date

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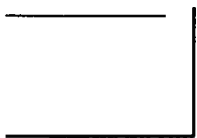
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LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
Policy # IL.3.010

Title: POLICY REGARDING PERFORMANCE EVALUATION AND SALARY INCREASES

Authority: Board Action

Original Adoption: 3/14/01

Effective Date: 3/12/03

Last Revision: 3/12/03

It is the policy of the Louisiana Community & Technical College System that a performance evaluation be conducted on each employee of the system, including faculty and staff, on an annual basis. Salary increases will primarily be merit-based; however, the board may authorize other modes of salary increase as deemed necessary, with appropriate supporting justification.

Performance Evaluation: A performance evaluation must be on file prior to recommendation of a salary increase for an employee of the system. Standard evaluation instruments will be used, which include:

Job specific performance criteria:

- 1) A rating scale that provides levels of rankings from “exceeds expectations to unsatisfactory” performance.
- 2) Justification for the rating as it relates to specific performance criteria.
- 3) Documentation of the evaluation discussion with the employee.
- 4) For those employees having a rating of “unsatisfactory”, documentation of a plan for improvement of performance within a specific time frame.
- 5) Date and Signature of the supervisor conducting the evaluation.
- 6) Date and Signature of the employee.

Salary Increases: Salary increases for employees of the LCTCS will be based on performance and appropriate level of workload. Consideration for a salary increase will be given to those employees that receive an overall performance rating of “satisfactory” and above. The evaluation must have been completed no more than one year prior to the recommended salary increase. Salary increases will not be awarded across-the-board, without prior board approval. In no instance will a salary increase or promotion be granted to an employee with a rating of “unsatisfactory”.

No merit increase shall be granted an employee out on leave for a period beyond 12 weeks (the maximum allowed under the Family and Medical Leave Act) until such time as the employee has (1) returned to work for a minimum of six months, and (2) has received a “satisfactory” or above performance rating.

Notwithstanding the above, salary increases for classified employees are subject to the regulations of the Louisiana Department of State Civil Service.

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LOSFA

**Louisiana Office of
Student Financial Assistance**

Unclassified Pay Increase Practices Survey

Instructions

This survey is designed to collect information about the past practices commonly used by state agencies and state institutions of higher education when awarding pay increases to unclassified employees. Please note that this is not a survey regarding the impact of current budget reductions. We are requesting information about the policies and practices used in years WHEN pay increases were being awarded under normal circumstances. If you have any questions about this survey, please contact Lori Parker, Assistant Commissioner for Budget Analysis at lori.parker@la.gov or 225-342-4253. Please return your completed survey(s) to the address below or contact Lori Parker to submit your information electronically. Thank you.

Lori Parker, Assistant Commissioner for Budget Analysis
Louisiana Board of Regents
P O Box 3677
Baton Rouge, LA 70821-3677

CONTACT INFORMATION

Name: Jason McCann Title: Director

Agency/Institution Submitting For: LOSFA

Phone: 922-1035 E-mail: jimccann@osfa.la.gov

Unclassified Pay Increase Practices Survey

Please indicate which of the following pay increase tools are used by your organization to grant pay increases to REGULAR, FULL-TIME UNCLASSIFIED STAFF, including faculty, medical and teaching professionals, etc.

Name of the Agency, Office, University System, Campus, School etc. to which this response applies (submit separate responses if needed):		Louisiana Office of Student Financial Assistance <i>JACK GIVIN, EXECUTIVE DIRECTOR</i>			
Type of Increase Program Used ¹ (Check all that apply)	Category of Staff Eligible ²	Minimum % Increase Allowable ³	Maximum % Increase Allowable ³	Maximum Frequency Allowable ⁴	% Increase most often awarded in the past 5 years ⁵
Merit Increase					
Variable Increase based on a multi-level performance rating system	X			1 Year	4% (see next page)
Variable Increase <u>not</u> specifically tied to a performance rating system					
Step Increase					
Cost of Living Increase					
Longevity Increase					
Market Adjustment					
Performance Bonus					
Other:					

¹ Any method used to increase the base pay of an employee for continued satisfactory performance in the same job. (excludes increases based on events such as promotions, re-assignment or status changes, attainment of higher credentials, or similar non-recurring events.)

² If different compensation methods are limited to certain types of staff, such as tenured, managerial, support staff, etc. or to employees meeting certain criteria, such as length of service, etc. please indicate that in this column.

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⁴ Frequency with which an employee may be granted an increase using this particular pay method (e.g. annually, biannually, etc.).

⁵ Based on all increases actually granted using this pay method from 7/1/05 through 6/30/10, the most common % change in pay that was granted.

Unclassified Pay Increase Practices Survey (cont'd)**Louisiana Office of Student Financial Assistance**

During the most recent 5 previous fiscal years, pay increases for unclassified staff were as follows:

- FY 2005-2006- no increases were given to unclassified staff
- FY 2006-2007 Jack Guinn (4% increase based on multi-level performance rating system), Melanie Amrhein (4% increase based on multi-level performance rating system), George Eldredge (4% increase based on multi-level performance rating system)
- FY 2007-2008- George Eldredge (6.25% increase-performance)
- FY 2008-2009- Melanie Amrhein (4% increase based on multi-level performance rating system), George Eldredge (4% increase based on multi-level performance rating system), Jack Hart (3% cost of living increase) and David Roberts (3% cost of living increase)
- FY 2009-2010- no increases were given to unclassified staff



Kathleen Babineaux Blanco
GOVERNOR

STATE OF LOUISIANA
OFFICE OF STUDENT FINANCIAL ASSISTANCE
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www.osfa.state.la.us

December 21, 2006

MEMORANDUM

TO: Agnes H. Bickham
Human Resources Director

FROM: Jack L. Guinn
Executive Director *Jack Guinn*

RE: Unclassified Executive Staff Salary Increases

On December 20, 2006, the Louisiana Office of Student Financial Assistance Commission presented and approved pay increases for Jack L. Guinn, Executive Director; Melanie Amrhein, Assistant Executive Director; and George Eldredge, General Counsel.

In accordance with the above, please process the following pay increases with an effective date of July 1, 2006:

- | | |
|-------------------|---------------------------------------|
| ▪ Jack L. Guinn | Salary increase of 4% to \$126,464.00 |
| ▪ Melanie Amrhein | Salary increase of 4% to \$96,387.20 |
| ▪ George Eldredge | Salary increase of 4% to \$96,387.20 |

A copy of the official minutes from the Commission meeting is attached.

JLG:AB
Attachment

business continuity plan. After discussion, Dr. Barnes-Teamer made a motion to recommend approval. Mr. Long seconded the motion and it carried unanimously.

There being no further business, Dr. Barnes-Teamer made a motion to adjourn at 11:57 a.m. Mr. Long seconded the motion and it carried unanimously.

Mr. Ducote made motion to approve the report. Mr. Lambert seconded the motion and it carried unanimously.

Under Old Business, it was proposed that the Commission consider publication of final rule amending Sections 301 and 1103 of the Scholarship and Grant Program Rules to provide the Average Award Amount (TOPS Tech) for the 2006-2007 program year (non-academic program) and to revise the eligibility requirements for the Rockefeller Wildlife Scholarship to allow certain home study students to participate in the program. At its September 14, 2006, meeting, the Rules Committee recommended, and the Commission concurred, that emergency rule and a notice of intent be published to effect the rule changes. The emergency rule and notices were published in the Louisiana Register on October 20. No comments were received.

It was further proposed that the Commission consider publication of final rule amending Section 505 to change the deadline for TOPS applications. At its August 16, 2006 meeting, the Executive Committee, acting as a Rules Committee of the Whole, approved an emergency rule and authorized publication of notice of intent to effect the rule changes. The Commission ratified this action at its September 14, 2006 meeting. The emergency rule and notice of intent were published in the Louisiana Register on September 20, 2006. No comments have been received.

After discussion, Mr. Long made a motion to approve the final rules. Mr. Strong seconded the motion and it carried unanimously.

It was proposed that the Commission receive the performance evaluations of the Assistant Executive Director and General Counsel and evaluate the job performance of the Executive Director for the periods July 1, 2004 to June 30, 2005 and July 1, 2005 to June 30, 2006. Mr. Sibille made a motion to defer on the item and continue to the next item on the agenda. Dr. Barnes-Teamer seconded the motion and it carried unanimously.

It was proposed that the Commission consider an increase of at least 4% in the compensation paid the agency's unclassified employees.

Unclassified Pay Increase Practices Survey

Please indicate which of the following pay increase tools are used by your organization to grant pay increases to REGULAR, FULL-TIME UNCLASSIFIED STAFF, including faculty, medical and teaching professionals, etc.

Name of the Agency, Office, University System, Campus, School etc. to which this response applies (submit separate responses if needed):		Louisiana Office of Student Financial Assistance (MELANIE AMRHEIN, EXECUTIVE DIRECTOR)			
Type of Increase Program Used ¹ (Check all that apply)	Category of Staff Eligible ²	Minimum % Increase Allowable ³	Maximum % Increase Allowable ³	Maximum Frequency Allowable ⁴	% Increase most often awarded in the past 5 years ⁵
Merit Increase					
Variable Increase based on a multi-level performance rating system	X	Determined by Commission	Determined by Commission	1 Year	4% (see next page)
Variable Increase not specifically tied to a performance rating system					
Step Increase					
Cost of Living Increase					
Longevity Increase					
Market Adjustment					
Performance Bonus					
Other:					

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Unclassified Pay Increase Practices Survey (cont'd)

Louisiana Office of Student Financial Assistance

During the most recent 5 previous fiscal years, pay increases for unclassified staff were as follows:

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- FY 2006-2007- Jack Guinn (4% increase based on multi-level performance rating system), Melanie Amrhein (4% increase based on multi-level performance rating system), George Eldredge (4% increase based on multi-level performance rating system)
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- FY 2009-2010- no increases were given to unclassified staff

PROPOSAL:

That the Commission complete the performance evaluation of the Executive Director for the 2007-08 fiscal year and authorize a corresponding merit increase, retroactive to the beginning of the 2008-09 fiscal year or defer the merit.

BACKGROUND:

At the October 1, 2008 meeting of the Executive Committees of LASFAC and LATTA, the Executive Director submitted the evaluation of the agency's performance based on its Performance Indicators for the previous fiscal year and also submitted a self-evaluation and list of accomplishments to the committee members. The Committee members decided to use the rating instrument provided and return it completed to the chairman prior to their next meeting, where an official evaluation would be finalized with a recommendation for merit.

COST:

The Executive Director's annual salary is currently \$126,500. The approved percentage rate increase would dictate the cost to the agency.

RECOMMENDATION:

That the Commission finalize 2007-08 performance evaluation of the Executive Director and authorize or defer a pay adjustment.

This Proposal was brought before the Commission/Authority on Tuesday, November 25, 2008. Mr. Long made a motion to authorize a 4% increase. A unanimous second was offered and the motion carried.

RECEIVED**DEC 01 2008****HUMAN RESOURCES**



Kathleen Babineaux Blanco
GOVERNOR

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December 21, 2006

MEMORANDUM

TO: Agnes H. Bickham
Human Resources Director

FROM: Jack L. Guinn
Executive Director *Jack Guinn*

RE: Unclassified Executive Staff Salary Increases

On December 20, 2006, the Louisiana Office of Student Financial Assistance Commission presented and approved pay increases for Jack L. Guinn, Executive Director; Melanie Amrhein, Assistant Executive Director; and George Eldredge, General Counsel.

In accordance with the above, please process the following pay increases with an effective date of July 1, 2006:

▪ Jack L. Guinn	Salary increase of 4% to \$128,464.00
▪ Melanie Amrhein	Salary increase of 4% to \$96,387.20
▪ George Eldredge	Salary increase of 4% to \$96,387.20

A copy of the official minutes from the Commission meeting is attached.

JLG:AB
Attachment

business continuity plan. After discussion, Dr. Barnes-Teamer made a motion to recommend approval. Mr. Long seconded the motion and it carried unanimously.

There being no further business, Dr. Barnes-Teamer made a motion to adjourn at 11:57 a.m. Mr. Long seconded the motion and it carried unanimously.

Mr. Ducote made motion to approve the report. Mr. Lambert seconded the motion and it carried unanimously.

Under Old Business, it was proposed that the Commission consider publication of final rule amending Sections 301 and 1103 of the Scholarship and Grant Program Rules to provide the Average Award Amount (TOPS Tech) for the 2006-2007 program year (non-academic program) and to revise the eligibility requirements for the Rockefeller Wildlife Scholarship to allow certain home study students to participate in the program. At its September 14, 2006, meeting, the Rules Committee recommended, and the Commission concurred, that emergency rule and a notice of intent be published to effect the rule changes. The emergency rule and notices were published in the Louisiana Register on October 20. No comments were received.

It was further proposed that the Commission consider publication of final rule amending Section 505 to change the deadline for TOPS applications. At its August 16, 2006 meeting, the Executive Committee, acting as a Rules Committee of the Whole, approved an emergency rule and authorized publication of notice of intent to effect the rule changes. The Commission ratified this action at its September 14, 2006 meeting. The emergency rule and notice of intent were published in the Louisiana Register on September 20, 2006. No comments have been received.

After discussion, Mr. Long made a motion to approve the final rules. Mr. Strong seconded the motion and it carried unanimously.

It was proposed that the Commission receive the performance evaluations of the Assistant Executive Director and General Counsel and evaluate the job performance of the Executive Director for the periods July 1, 2004 to June 30, 2005 and July 1, 2005 to June 30, 2006. Mr. Sibille made a motion to defer on the item and continue to the next item on the agenda. Dr. Barnes-Teamer seconded the motion and it carried unanimously.

It was proposed that the Commission consider an increase of at least 4% in the compensation paid the agency's unclassified employees.

Unclassified Pay Increase Practices Survey

Please indicate which of the following pay increase tools are used by your organization to grant pay increases to REGULAR, FULL-TIME UNCLASSIFIED STAFF, including faculty, medical and teaching professionals, etc.

Name of the Agency, Office, University System, Campus, School etc. to which this response applies (submit separate responses if needed):		Louisiana Office of Student Financial Assistance (GEORGE ELDREDGE, GENERAL COUNSEL)				
Type of Increase Program Used ¹ (Check all that apply)	Category of Staff Eligible ²	Minimum % Increase Allowable ³	Maximum % Increase Allowable ³	Maximum Frequency Allowable ⁴	% Increase most often awarded in the past 5 years ⁵	
Merit Increase						
Variable Increase based on a multi-level performance rating system	X	Unclassified	Determined by Commission	1 year	4% (see next page)	
Variable Increase not specifically tied to a performance rating system						
Step Increase						
Cost of Living Increase						
Longevity Increase						
Market Adjustment						
Performance Bonus	X	Unclassified	Determined by Commission	1 year	6.25% (see next page)	
Other:						

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Unclassified Pay Increase Practices Survey (cont'd)**Louisiana Office of Student Financial Assistance**

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- FY 2005-2006- no increases were given to unclassified staff
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- FY 2009-2010- no increases were given to unclassified staff

PROPOSAL:

That the Commission considers adjustments to the compensation paid to the agency's unclassified staff for state fiscal year 2008-09.

BACKGROUND:

In May of 2007 the Commission approved a revised organizational structure of the agency's unclassified, executive staff that included a Deputy Executive Director, an Assistant Executive Director for Finance and Administrative Affairs and an Assistant Executive Director for Outreach and Marketing. By January 2008, all of the agency's unclassified, executive staff positions were filled. In recommending pay adjustments for the 2008-09 state fiscal year, it was understood that the new positions would not be recommended for pay adjustments until the 2009-2010 state fiscal year. However, there should be consideration of an annual compensation increase for the Executive Director and the General Counsel. Because the current Executive Director has been in place for only 13 months at the beginning of the 2008-2009 fiscal year, and due to the unknown effect of current legislation on the guaranty agency's revenue streams, it is recommend that consideration of a pay increase be deferred to the 2009-2010 fiscal year. In consideration of a pay increase for the General Counsel, a 4% pay increase is recommended. Mr. Eldredge has served exemplary in this capacity for nine years and in addition to the duties of General Counsel to the LATTA and LASFAC, this position also supervises the agency's Legal Division, Audit Division and Human Resource Division.

COST:

A 4% increase would bring this annual salary to \$108,160 and is an increase of \$4,160 plus related benefits.

RECOMMENDATION:

That the Commission defer a pay adjustment for the Executive Director for the 2008-2009 SFY and authorize an increase in the salary for the General Counsel for state fiscal year 2008-09 to \$108,160, retroactive to July 1, 2008.

DRAFT

Under Old Business, it was proposed that the Executive Committee receive the performance evaluation of the agency's General Counsel, and consider adjustments to the compensation paid to the General Counsel.

Pursuant to LSA-S 42:6:1.A(1), Mr. Busada made a motion to go into executive session at 1:43 p.m. Dr. Harper seconded the motion.

Mr. Busada made a motion to return to regular session at 2:06 p.m. Dr. Harper seconded the motion and it carried unanimously.

Based on an outstanding performance evaluation for Mr. Eldredge, Ms. Amrhein presented a proposal to increase his salary by 6.25% retroactive to July 1, 2007. Mr. Busada made a motion for approval. The members offered a unanimous second.

It was proposed that the Executive Committee consider publication of final rule to amend Sections 301, 505, 1101, 1103, 1107, 1201, 1203, 1205, 1209, 1211, 1213, 1301, 1405, 1413, and 1701 of the Scholarship and Grant Program Rules to clarify the amount of the award and revise the application procedures and enrollment requirements for the Rockefeller Wildlife Scholarship Program; to clarify the initial eligibility requirements and to provide alternative eligibility requirements for displaced students applying for a GO Grant; to clarify that participation in Leveraging Education Assistance Partnership (LEAP) is limited to degree seeking students; and for the Dual Enrollment Program, to provide alternative eligibility requirements for students who want to enroll in work skills courses and were prevented from taking the PLAN by natural disasters, to clarify who is a first time student, to allow use of the SAT and to require the student to meet the postsecondary institution's pre-requisite requirements for an ACT or SAT to enroll in academic mathematics and English courses.

The rule was approved by the Commission on October 27, 2007. The notice of intent was published on November 20, 2007, and no comments were received.

Mr. Busada made a motion for approval. Ms. Burkhart seconded the motion and it carried unanimously.

Under New Business, it was proposed that Executive Committee adopt the proposed meeting dates of February 26, April 29, May 20 and June 12. The proposed meeting date of March 20 was withdrawn due to a conflict with the LASFAA Spring Conference. Spring Conference information will be



Kathleen Babineaux Blanco
GOVERNOR

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December 21, 2006

MEMORANDUM

TO: Agnes H. Bickham
Human Resources Director

FROM: Jack L. Guinn *Jack Guinn*
Executive Director

RE: Unclassified Executive Staff Salary Increases

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Mr. Ducote made motion to approve the report. Mr. Lambert seconded the motion and it carried unanimously.

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After discussion, Mr. Long made a motion to approve the final rules. Mr. Strong seconded the motion and it carried unanimously.

It was proposed that the Commission receive the performance evaluations of the Assistant Executive Director and General Counsel and evaluate the job performance of the Executive Director for the periods July 1, 2004 to June 30, 2005 and July 1, 2005 to June 30, 2006. Mr. Sibille made a motion to defer on the item and continue to the next item on the agenda. Dr. Barnes-Teamer seconded the motion and it carried unanimously.

It was proposed that the Commission consider an increase of at least 4% in the compensation paid the agency's unclassified employees.

Unclassified Pay Increase Practices Survey

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Name of the Agency, Office, University System, Campus, School etc. to which this response applies (submit separate responses if needed):		Louisiana Office of Student Financial Assistance (JACK HART, ASSISTANT EXEC. DIR.)			
Type of Increase Program Used ¹ (Check all that apply)	Category of Staff Eligible ²	Minimum % Increase Allowable ³	Maximum % Increase Allowable ³	Maximum Frequency Allowable ⁴	% Increase most often awarded in the past 5 years ⁵
Merit Increase					
Variable Increase based on a multi-level performance rating system					
Variable Increase not specifically tied to a performance rating system					
Step Increase					
Cost of Living Increase	X Unclassified	Determined by Commission	Determined by Commission	1 year	3% (see next page)
Longevity Increase					
Market Adjustment					
Performance Bonus					
Other:					

¹ Any method used to increase the base pay of an employee for continued satisfactory performance in the same job. (excludes increases based on events such as promotions, re-assignment or status changes, attainment of higher credentials, or similar non-recurring events.)

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- FY 2009-2010- no increases were given to unclassified staff

PROPOSAL:

That the Commission considers adjustments to the compensation paid to the agency's unclassified executive staff.

BACKGROUND:

In May of 2007 the Commission approved a revised organizational structure of the agency's unclassified, executive staff that added the Deputy Executive Director, an Assistant Executive Director for Finance and Administrative Affairs and an Assistant Executive Director for Outreach and Marketing. By May 2008, all of the agency's unclassified, executive staff positions were filled. Jack Hart was named AED for Finance and Administrative Services in November 2007, David Roberts was named AED for Outreach and Marketing in January 2008 and Dr. Sujuan Boutte, hired in June 2007 as AED for Programs and Chief Operations Officer, was named Deputy Executive Director in May 2008. Dr. Boutte's compensation was aligned in May 2008 when the additional duties of Deputy Director were added. Mr. Hart and Mr. Roberts were not considered for equity adjustments at the beginning of last fiscal year due to their short tenure with the agency at that time. However, based on above average performance evaluations for periods of employment exceeding one year, it is recommended that they receive a 3% equity adjustment effective with the upcoming payroll period.

22(227) Jack Hart	Current Salary \$94,999.84	Proposed Salary \$97,850
22(380) David Roberts	Current Salary \$91,000.00	Proposed Salary \$93,730

The Executive Director and the General Counsel both received compensation adjustments in July 2008. Because there is a strong possibility that merit increases for classified civil service staff will be suspended in the upcoming fiscal year, no further adjustments for other unclassified staff will be recommended at this time.

COST:

A 3% increase for both Assistant Executive Directors would result in a total cost impact of less than \$7300 per year. These adjustments will be paid from agency operating funds.

RECOMMENDATION:

That the Executive Committee approve a compensation adjustment for the Assistant Executive Director for Fiscal and Administrative Services and for the Assistant Executive Director for Marketing and Outreach effective with the payroll period beginning June 16, 2009.

It was proposed that the Joint Executive Committee consider publication of Final Rule to amend Section 305 of the START Saving Program rules to allow START account owners to change their investment option two times during the 2009 calendar year. Mr. Lavigne stated that items 2, 3 and 4 will be taken en globo.

It was proposed that the Joint Executive Committee consider publication of Final Rule to amend Section 2103 of the Scholarship and Grant Program rules to clarify when a student is considered to be enrolled full time when the student is enrolled in less than twelve semester hours or less than eight term hours.

It was proposed that the Joint Executive Committee consider publication of Final Rule to amend Section 1903 of the Scholarship and Grant Program rules to add a federally mandated requirement that eligible students must be notified that LEAP grants are state and federally funded.

Ms. Daniels made a motion for approval of items 2, 3 and 4. Ms. Baier seconded the motion and it carried unanimously.

Under New Business, it was proposed that the Joint Executive Committee consider and act upon requests for exception to the TOPS regulatory provisions that require students to enroll full-time, to remain continuously enrolled, and to earn at least 24 credit hours during the academic year. Staff recommended approval of requests submitted by Garreth (9122), Traci (2272), and Heather (5623). There were no recommendations for denial. After discussion, Mr. Williams made a motion for approval. Ms. Burkhalter seconded the motion and it carried unanimously. Ms. Baier stated that she would like more information on the cases which are brought to the Commission for approval. Mr. Lavigne explained that staff members conduct in-depth researches on these cases; however, due to time constraints, a brief synopsis is given.

It was proposed that the Joint Executive Committee consider adjustments to the compensation paid to the agency's unclassified executive staff. Mr. Lavigne noted that he had asked Ms. Amrhein to bring this issue to the Commission. This item regards 3% adjustments to the salaries of Mr. Jack Hart, Assistant Executive Director for Finance and Administration and Mr. David Roberts, Assistant Executive Director for Outreach and Marketing. Mr. Williams made a motion for approval. Ms. Burkhalter seconded the motion and it carried unanimously.

Unclassified Pay Increase Practices Survey

Please indicate which of the following pay increase tools are used by your organization to grant pay increases to REGULAR, FULL-TIME UNCLASSIFIED STAFF, including faculty, medical and teaching professionals, etc.

Name of the Agency, Office, University System, Campus, School etc. to which this response applies (submit separate responses if needed):		Louisiana Office of Student Financial Assistance (DAVID ROBERTS, ASSISTANT EXEC. DIR.)			
Type of Increase Program Used ¹ (Check all that apply)	Category of Staff Eligible ²	Minimum % Increase Allowable ³	Maximum % Increase Allowable ³	Maximum Frequency Allowable ⁴	% Increase most often awarded in the past 5 years ⁵
Merit Increase					
Variable Increase based on a multi-level performance rating system					
Variable Increase <u>not</u> specifically tied to a performance rating system					
Step Increase					
Cost of Living Increase	X Unclassified	Determined by Commission	Determined by Commission	1 year	3% (see next page)
Longevity Increase					
Market Adjustment					
Performance Bonus					
Other:					

¹ Any method used to increase the base pay of an employee for continued satisfactory performance in the same job. (excludes increases based on events such as promotions, re-assignment or status changes, attainment of higher credentials, or similar non-recurring events.)

² If different compensation methods are limited to certain types of staff, such as tenured, managerial, support staff, etc. or to employees meeting certain criteria, such as length of service, etc. please indicate that in this column.

³ Minimum or Maximum an employee may receive whenever this particular pay method is used.

⁴ Frequency with which an employee may be granted an increase using this particular pay method (e.g. annually, biannually, etc.).

⁵ Based on all increases actually granted using this pay method from 7/1/05 through 6/30/10, the most common % change in pay that was granted.

Unclassified Pay Increase Practices Survey (cont'd)
Louisiana Office of Student Financial Assistance

During the most recent 5 previous fiscal years, pay increases for unclassified staff were as follows:

- FY 2005-2006- no increases were given to unclassified staff
- FY 2006-2007- Jack Guinn (4% increase based on multi-level performance rating system), Melanie Amrhein (4% increase based on multi-level performance rating system), George Eldredge (4% increase based on multi-level performance rating system)
- FY 2007-2008- George Eldredge (6.25% increase-performance)
- FY 2008-2009- Melanie Amrhein (4% increase based on multi-level performance rating system), George Eldredge (4% increase based on multi-level performance rating system), Jack Hart (3% cost of living increase) and David Roberts (3% cost of living increase)
- FY 2009-2010- no increases were given to unclassified staff

PROPOSAL:

That the Commission considers adjustments to the compensation paid to the agency's unclassified executive staff.

BACKGROUND:

In May of 2007 the Commission approved a revised organizational structure of the agency's unclassified, executive staff that added the Deputy Executive Director, an Assistant Executive Director for Finance and Administrative Affairs and an Assistant Executive Director for Outreach and Marketing. By May 2008, all of the agency's unclassified, executive staff positions were filled. Jack Hart was named AED for Finance and Administrative Services in November 2007, David Roberts was named AED for Outreach and Marketing in January 2008 and Dr. Sujuan Boutte, hired in June 2007 as AED for Programs and Chief Operations Officer, was named Deputy Executive Director in May 2008. Dr. Boutte's compensation was aligned in May 2008 when the additional duties of Deputy Director were added. Mr. Hart and Mr. Roberts were not considered for equity adjustments at the beginning of last fiscal year due to their short tenure with the agency at that time. However, based on above average performance evaluations for periods of employment exceeding one year, it is recommended that they receive a 3% equity adjustment effective with the upcoming payroll period.

221227 Jack Hart	Current Salary \$94,999.84	Proposed Salary \$97,850.33
223301 David Roberts	Current Salary \$91,000.00	Proposed Salary \$93,730

The Executive Director and the General Counsel both received compensation adjustments in July 2008. Because there is a strong possibility that merit increases for classified civil service staff will be suspended in the upcoming fiscal year, no further adjustments for other unclassified staff will be recommended at this time.

COST:

A 3% Increase for both Assistant Executive Directors would result in a total cost impact of less than \$7300 per year. These adjustments will be paid from agency operating funds.

RECOMMENDATION:

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