

**LOUISIANA STATE UNIVERSITY HEALTH CARE SERVICES DIVISION  
BATON ROUGE, LOUISIANA**

**POLICY NUMBER:** 4515-20

**CATEGORY:** Human Resources

**CONTENT:** Classified Employees Pay Policy

**APPLICABILITY:** This policy will apply to classified jobs at Health Care Services Division Administration (HCSDA) and Lallie Kemp Medical Center (LKMC) for compensation practices.

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**Note: Approval signatures/titles are on the last page**

# **LSU HEALTH CARE SERVICES DIVISION CLASSIFIED EMPLOYEES PAY POLICY**

## **I. POLICY STATEMENT**

The LSU Health Care Services Division (HCSO) shall comply with State Civil Service Rules and the Fair Labor Standards Act in relation to the administration/application of all compensation practices.

Note: Any reference herein to Health Care Services Division (HCSO) also applies and pertains to Lallie Kemp Medical Center.

## **II. CATEGORIES OF COMPENSATION**

- 6.5(g) Hires/Extraordinary Credentials and/or Experience –See HCSO Policy No. 4547
- Annual Leave Payment Upon Separation – (page 11)
- Annual Leave Payment Upon Separation when on Detail/Unclass Job – (page 11)
- Annual Leave Re-Payment Upon Re-Hire – (page 11)
- Annual Leave Re-Payment Upon Reinstatement following Appeal – (page 11)
- Compensatory Leave Payment Upon Separation or Transfer– (page 11)
- Demotion – (page 8)
- Detail to Special Duty Upward - (page 6)
- Disaster Pay – See HCSO Policy No. 4548
- Dual/Secondary Employment of Nonexempt Employees – (page 12)
- Extraordinary Duty Pay – (page 10)
- Holiday Compensation – (page 7)
- Individual Pay Adjustment – (page 10)
- Market Adjustments (page 6 & page 10)
- New Hire Rates – (pages 4, 5, & 6)
- Official Closure Pay – See HCSO Policy No. 4548
- On-Call – (page 8 & page 10)
- Optional Pay – See HCSO Policy No. 4534
- Overtime Compensation – (page 8)
- Overtime Compensation for Official Closure – See HCSO Policy No. 4548
- Pay Upon Accepting Prob Appt in lieu of Promotion – (page 6)
- Perm Status to Prob Appt Pay w/no break in service – (page 6)
- Premium Pay – (page 10)
- Promotion – (page 6)
- Promotion vs. Probational Appt of HCSO employee – (page 6)
- Reallocation – (page 6)
- Rewards/Recognition – See HCSO Policy No. 4554
- Shift Differential – (page 8 & page 10)
- Sick Leave Payment Upon Non Disciplinary Removal – (page 12)
- Special Entrance Rates (SER) – (page 10)

## **III. IMPLEMENTATION**

This policy and subsequent revisions to this policy shall become effective upon approval signature and date of the HCSO Chief Operations Officer and State Civil Service when applicable.

Note: Approved by the CS Commission Meeting 06/06/18

#### IV. RESPONSIBILITY

- A. It shall be the responsibility of the Hospital Administrator and/or their designee(s) to:
1. Ensure equity and consistency of special pay according to job categories, market conditions and practices.
  2. Ensure that the implementation of special pay does not cause the hospital to exceed authorized expenditures for the current and succeeding fiscal year.
  3. To secure prior approval for any special pay actions which would cause the hospital to exceed their personal services budget.
- B. It shall be the responsibility of the HCSD Human Resources Administration to:
1. Develop, monitor and review pay practices of Lallie Kemp Regional Medical Center.
  2. Review, recommend and/or approve those special pay options included under Section XI, B. of this policy.
  3. Advise, recommend and assist HCSD Administration and Hospital Administration, etc. in the implementation of appropriate pay practices.

#### V. DEFINITIONS

For purpose of this policy, the following words or phrases shall have the following meanings:

- A. Base Pay – an employee’s hourly rate of pay as set in accordance with State Civil Service Rules. Base pay does not include premium pay, shift diff, or any other additional compensation that may be paid to an employee in the course of their employment.
- B. Compensation - salary, wages, fees, and special pay actions authorized under State Civil Service Rules which are earned by and paid to an employee.
- C. Dual (secondary) Employment - full-time HCSD employees with part-time secondary jobs with another state agency.
- D. Extraordinary Credentials and/or Experience - extraordinary and/or unique qualifications and/or credentials specifically related to a position being filled. The possession of such unique qualifications is exceptional to that of other applicants.
- E. Exempt – employees designated as “exempt” by definition of the Fair Labor Standards Act may be compensated for overtime hours except as required by HCSD policy or State Civil Service rules.
- F. Pre-Approved Special Entrance Rate - a pre-authorized rate approved by the State Civil Service Commission to help agencies quickly address recruiting and retention challenges. Agencies must establish a policy in accordance with State Civil Service guidelines to use a Special Entrance Rate.
- G. Hiring Rate - the base pay rate at which an employee is hired into a job.
- H. Individual Pay Adjustment - an increase in the individual base pay rate of an employee based on specialized training or experience and must be approved by the State Civil Service

Commission.

- I. Individual Pay Rate - the rate of base pay assigned to a given employee.
- J. Market Adjustment - means an adjustment to an individual's base pay based upon the employee's position into the range and relation to market.
- K. Non-Exempt - employees designated as "non-exempt" by definition of the Fair Labor Standards Act must be compensated for overtime hours.
- L. Official Holiday Schedule - holidays will be observed from midnight to midnight on the designated days as specified by the approved Holiday schedule for the HCSD.
- M. On-Call - employee is free to move about as he/she pleases, at his/her convenience, so long as employee is available for call back to his/her duty station, work ready, within a specified period of time. Employee may be required to remain near a telephone or wear a beeper and notify his/her office of the telephone number where he/she may be reached. On-call is paid when there are no other employees on duty to handle issues.
- N. Overtime - time worked by an employee at the direction of the appointing authority on the employee's official holiday; in excess of the regular duty hours in a regularly scheduled workday or workweek; or a day on which a department or a division thereof, is closed by direction of the appointing authority because of natural emergencies.
- O. Pay Range - the range of pay rates from minimum to maximum set by State Civil Service for a pay grade and job title.
- P. Premium Pay - special pay authorized by the State Civil Service Commission to address recruiting and retention problems for hazardous duty, difficult work environments and/or location, extraordinary duties, market pay problems, and the attainment of educational and/or training credentials.
- Q. Shift Differential - Special pay allowances made to employees who work non-standard hours.
- R. Special Entrance Rates (SER) - pay above the minimum of the pay range authorized by State Civil Service for jobs for the purpose of improving recruiting and retention issues.

## VI. **HIRING RATES**

Pay upon employment shall be at the minimum of the range established for the job, except:

- A. The pay of a probational, or job appointee shall not be reduced when the employee is earning more than the minimum for the job he occupies, and is then probationally appointed to a position in the same job, or a different job with the same maximum rate of pay, in the same department without a break in service.
- B. Reemployment Eligibility Rate  
The pay of an employee who has had a break in service of at least 30 days, other than one being restored to duty following military service or being reemployed following a layoff, may be fixed at any rate in the range, for the position in which he is being employed, that does not exceed the highest salary he previously earned while serving with permanent status in a classified position other than detail to special duty. If the range for the job has been adjusted and the range minimum is higher than his former salary, he will enter at range minimum. If the

former salary is higher than the range maximum his pay rate shall be set no higher than the range maximum for the position in which he is being employed. The appointing authority may at any time grant, to the extent permitted by other provisions of the Civil Service rules, any increase for which an employee having reentered the classified service possesses eligibility.

**Note:** This Rule shall not apply to a former employee who was dismissed or resigned to avoid dismissal.

C. Classified When Actually Employed (WAE) Appointment

An appointing authority may set the pay of the employee at any rate in the range.

D. Return From Military

Subject to Rule 23.15, when an employee returns from military service and is restored to duty in his former, equivalent or lower position, his pay shall be fixed at the rate earned prior to leaving the classified service. If the job or equivalent job had been upgraded or any pay adjustments granted, he shall be granted a pay rate reflecting the impact of these adjustments, as though he had been in that job at the time of the adjustments.

E. Special Entrance Rates approved by Civil Service

F. Extraordinary Qualifications/Credentials – See HCSD Policy #4549

G. Pay Upon Appointment From a Department Preferred Reemployment List (DPRL)

The pay of a person appointed from a DPRL may be fixed no higher than his rate of pay at the time of the layoff or displacement action, which entitled him to placement on the preferred list from which he is appointed, or at his current rate if such rate is higher based on other Civil Service Rules. If the range for the job has been adjusted and the range minimum is higher than his former salary, he will enter at the range minimum. In no case shall the rate of pay be higher than the range maximum for the job to which the person is appointed.

H. Pay Upon Accepting Probational Appointment in Lieu of Promotion – When an employee resigns a permanent position and accepts a probational appointment without a break in service, and the appointment would have been considered a promotion according to Rule 6.7, the appointing authority shall grant any increase for which the employee would have been eligible under Rule 6.7.

**Note:** This rule shall not apply to an employee who was dismissed or resigned to avoid dismissal.

**VII. RATE OF PAY UPON PROMOTION, REALLOCATION, DETAILS UPWARD, AND DETAILS LATERAL, DETAILS DOWNWARD**

(State Civil Service Rules 6.7 & 6.8 & 6.11)

A. All employees of the HCSD shall receive the maximum allowed salary adjustment for promotions, reallocations, and details upward in accordance with State Civil Service Rules.

B. Employees with a conditional salary in place due to a waiver of a reduction in pay on demotion, shall refer to Part VII, A., 7 of this policy for pay on promotions and/or reallocations.

C. A permanent HCSD employee shall not be required to resign to accept a Probational Appointment within HCSD unless there are documented performance issues or determined to be in the best interest of the agency.

D. Promotion following Detail – When an employee has been detailed with pay to a higher job and then is promoted to the same job or to a job with an equivalent or higher pay level, the

employee shall not be paid less than he earned on detail.

- E. Promotion between Schedules –If the promotion is to a job in another pay schedule that has a higher maximum, the promotional increase is based upon the percent difference of the range maximums as calculated with the following formula:

Percentage Difference = (New Maximum / by the Old Maximum) - 1

- F. Reallocation to a lower pay grade in same schedule or lower max in a different pay schedule, employee's salary will not change. If the salary is above the maximum of the lower pay range, then the employee's salary will be red circled.

- G. Details to Special Duty Lateral or Downward – Employee's salary shall not be reduced, but will remain at the same rate of pay as in their regular position.

- H. Pay Upon Accepting Probational Appointment in Lieu of Promotion – When an employee resigns a permanent position and accepts a Probational appointment without a break in service, and the appointment would have been considered a promotion according to Rule 6.7, the appointing authority shall grant any increase for which the employee would have been eligible under Rule 6.7.

**Note:** This rule shall not apply to an employee who was dismissed or resigned to avoid dismissal.

## VIII. MARKET ADJUSTMENTS

- A. To maintain market competitiveness, employees in active status six months prior to the disbursement date, except for those serving as classified When Actually Employed (WAE) employees, shall be granted a market adjustment.

- B. The amount of base pay adjustment shall be as follows:

1. If the employee's hourly rate of pay is fixed at a point from the minimum up to the 1st quartile of his pay range, his pay shall be increased by 4%.
2. If the employee's hourly rate of pay is fixed at a point above the 1st quartile up to the midpoint of his pay range, his pay shall be increased by 3%.
3. If the employee's hourly rate of pay is fixed at a point above the midpoint up to the 3rd quartile of his pay range, his pay shall be increased by 2%.
4. If the employee's hourly rate of pay is fixed at a point above the 3rd quartile up to the maximum of his pay range, his pay shall be increased by 2%.

- C. Employee may not be paid above the maximum rate of pay.

- D. Market Adjustment shall not affect employee's ability to receive other types of adjustments under the pay rules.

- E. Employee with current official Performance Evaluation of "Needs Improvement/Unsuccessful" shall not be granted a Market Adjustment.

- F. Employees on Detail to Special Duty – Market Adjustment shall be calculated on pay in their regular position. Detail rate of pay shall be re-calculated based on new rate of pay in regular position.

- G. An appointing authority may, for rational business reasons, request an exception to this rule from the Civil Service Commission.

## IX. APPROVAL PROCESS FOR PAY ACTIONS

### A. Approvals Authorized by Hospital Administrators

The Hospital Administrator or their designee(s) shall have the authority to approve and implement the following pay categories/actions when market, recruitment, retention and/or other special circumstances are documented to warrant the necessity of special pay. Copies of approved rates shall be submitted to HCSD Human Resources Administration for record keeping and/or reporting purposes.

#### 1. Holiday Compensation

- a. Employees Not Scheduled to Work on Holidays
  - 1) Holidays will be observed from midnight to midnight on the days approved as holidays for HCSD. Employees shall be compensated for the number of hours normally worked on a scheduled workday.
  - 2) Exceptions to compensation on holidays observed:
    - a) Employee's regular work schedule averages less than 20 hours a week
    - b) Employee is on a Temporary WAE Appointment
    - c) Employee is on leave without pay (LWOP) immediately preceding and following the holiday period (at end and beginning of work schedule)
    - d) Employee is on an intermittent work schedule
- b. Employees who are scheduled to work on a holiday are to be compensated in accordance with State Civil Service Rule governing overtime (21.8 & 21.9)

#### 2. On-Call

In accordance with State Civil Service Rule 6.28 and Civil Service General Circular No. 929 (up to \$2.25 per hour), HCSD and Lallie Kemp Regional Medical Center shall have a written policy in place to administer on-call. (Please refer to IX, B, of this policy to request an exception). State Civil Service must approve all on-call policies. The State Civil Service Commission shall approve policies above the pre-approved rates.

- a. Without an approved exception from the HCSD Deputy CEO, on-call pay shall not be applicable to incumbents of jobs which are administrative in nature, i.e. Hospital Administrator, Hospital Service Director/Division Directors, department heads and/or administrative managerial staff.
- b. On-call compensation shall cease upon the employees' return to pay or duty status.
- c. On-call shall not be paid to employees on suspension with pay pending investigation.
- d. On-call shall not be paid to employees on leave except under emergency circumstances as determined by the Hospital Appointing Authority.
- e. On-call shall not be paid to employees when there is applicable staff on duty to answer questions/handle issues.
- f. On-call shall not be paid to employees not available to return to their duty station, work ready except under emergency circumstances as determined by the Hospital Appointing Authority.
- g. On-call shall not be paid to an employee for his/her regularly scheduled hours of duty.
- h. On-call compensation is in addition to the employee's base pay and is not to be included in terminal leave payments.

3. Overtime  
Within the perimeters of options authorized under State Civil Service Rules, all HCSD business units shall compensate employees for overtime where required under the rules and/or the Fair Labor Standards Act.
4. Overtime Options for Official Closures – See Disaster Pay Policy No. 4548
5. Shift Differentials  
In accordance with State Civil Service Rule 6.28 and General Circular Nos. 1003 and 1023, Human Resources Administration must be notified by memo of any new or revised rates implemented. Shift differential pay is received for hours actually worked on an eligible shift and shall not be applicable to hours while on leave status. (Refer to Section IX, B. of this policy for any exception.) State Civil Service must approve shift-differential policies.
6. Rate of Pay Upon Demotion (Civil Service Rule 6.10)
  - a. Mandatory 7% Salary Reduction Upon Demotion, but cannot be less than the pay range minimum.
    - 1). Failure to maintain a license or other required credential:
      - a.) If the reason for the voluntary demotion is the employee’s failure to maintain a license or other credential required for the position occupied, the employee’s salary shall be reduced 7% upon demotion. Employees cannot be paid above the maximum of the pay range of the job to which the employee is taking a demotion.
      - b.) Monies to be received on any subsequent promotion or reallocation within six months from the time of demotion will be limited to 7% or minimum of new pay range, whichever is higher.
    - 2). Demotion as a result of an official disciplinary action. Salary reduction cannot be waived.
    - 3). An employee who accepts a promotion and who, within one year from the date of said promotion, requests a voluntary demotion to return to a lower position or job title, shall have his/her salary reduced by minimum of 7% but cannot be less than the pay range minimum of the new job.
  - b. Waiver of Salary Reduction Option
    - 1). Employees who voluntarily demote may be “conditionally” exempted from the mandatory reduction in pay required under applicable State Civil Service rules, provided the employees’ salary is within the pay range of the job to which the employee is demoting. Employees cannot be paid above the maximum of the pay range of the job to which they are taking a demotion.
    - 2). The “condition” placed on the pay reduction waiver is enforced when the employee is within six months from the effective date of the demotion and is either reallocated or promoted to a higher level job. At that time the employee’s salary on reallocation or promotion will be calculated on the employee’s true rate of pay, i.e., the salary the employee would have earned had the employee’s salary been reduced by 7% at the time of demotion.
    - 3). If no promotion or reallocation occurs within six months from the date of demotion, the “condition” is removed and the employee regains eligibility to receive pay increases normally associated with promotions and/or reallocations.
    - 4). The waiver to the mandatory pay reduction shall not be granted in an



- arbitrary or fraudulent manner designed to ultimately increase the employee's rate of pay.
- 5). An employee may only be granted a "conditional" exemption from the mandatory pay reduction once in a twelve (12) month period; EXCEPT, as an ADA accommodation. If exception applies, the employee may be granted an additional exception regardless of whether one was granted in the previous twelve (12) months.
  - 6). A Request to Waive Reduction in Pay Upon Demotion form shall be completed, signed, dated by Appointing Authority/Designee and filed in the official employee personnel record. (See Attachment #1)
  7. 6.5 (g) Hires; Extraordinary Credentials and/or Experience – See HCSD Policy No. 4547
  8. Special Entrance Rates (SER's)  
Within the perimeters of options authorized under State Civil Service Rules, the Appointing Authority and State Civil Service may approve, when based on sufficient data to support the requested rates (i.e. recruitment, retention, area salary data, etc.); the SER Questionnaire (which can be found in the HR Handbook on the SCS website). Documentation will be maintained at the Hospital HR Department for review as applicable. (Refer to Section IX, B. of this policy for any exception.)
  9. Optional Pay - Refer to HCSD Policy No. 4534
  10. Market Adjustments in accordance with Civil Service rules.

**B. Prior Approval of Pay Actions Required**

The HCSD Hospital Administrator or their designee(s) shall request prior approval of the HCSD Deputy CEO or designee for any requests to grant or to request approval of State Civil Service or the State Civil Service Commission for special pay categories/actions as follows:

1. On-Call  
Requests to exceed the on-call rates in accordance with State Civil Service Rule 6.28, requires prior approval of Human Resources Administration and subsequent approval of the State Civil Service Commission.
2. Shift Differentials  
Requests to exceed the percentages in accordance with State Civil Service Rule 6.28 requires prior approval of the HCSD CEO, Human Resources Administration, and subsequent approval of State Civil Service.
3. Special Entrance Rates  
Requests to exceed the State Civil Service pre-approved rates will require prior approval of Human Resources Administration and subsequent approval of the State Civil Service Commission. Requests must include sufficient data to support the requested rates (i.e. recruitment, retention, area salary data, etc.) such as the SER Questionnaire (which can be found in the HR handbook on the State Civil Service website).
4. Premium Pay/Special Pay/Extraordinary Duty Pay, Individual Pay Adjustments  
Requests for Premium Pay to include Extraordinary Duty Pay, and Individual Pay Adjustments require approval of the State Civil Service Commission. Requests must include documentation to justify the requested special pay to include the Premium Pay questionnaire (which can be found in the HR Handbook on the State Civil Service website).  
The State Civil Service Director may approve Premium Pay requests for up to \$2.00/hour for all hours worked.
5. Exceptions to the Market Adjustment Rule
6. Other Compensation not covered in Civil Service Rules and/or HCSD Policy.

7. Exceeding Hospital Budget - Request of, or authorization by, the Appointing Authority to implement special pay actions which would cause the hospital to exceed their personal service budget requires approval of HCSD Deputy CEO.

**X. PAYMENT OF ANNUAL LEAVE UPON SEPARATION (CS Rule 11.10)**

- A. An employee shall be paid the value of his accrued annual leave in a lump sum not to exceed 300 hours. Payment is computed on the employee's base hourly rate of pay (to include base supplement, if applicable) at the time of separation.

**NOTE: THE HOURLY RATE OF PAY FOR EMPLOYEES, WHO ARE ON DETAIL TO A HIGHER JOB OR ON LEAVE TO ACCEPT AN UNCLASSIFIED JOB WITH HIGHER RATE OF PAY, SHALL NOT BE USED TO COMPUTE PAYMENT OF ANNUAL LEAVE UPON SEPARATION.**

- B. Fractional hours may be disregarded.
- C. No payment of annual leave shall be paid to any employee who is dismissed for theft of agency funds or property.

**XI. REPAYMENT OF ANNUAL LEAVE UPON RE-HIRE INTO STATE SERVICE**

Employees who have been paid for accumulated annual leave and are re-hired into a classified job shall pay the Department which re-hires them as follows:

- A. Separations (Not to include furlough followed by layoff. See "B" below.)  
The value of such annual leave at the rate paid him less the value of working hours for which they have been paid which intervenes between the last day worked and the date of reemployment and shall be given credit for the number of hours of annual leave for which they have made reimbursement.
- B. Furlough followed by Layoff  
The value of such annual leave at the rate paid him less the value of working hours for which they have been paid which intervenes between the effective date of the furlough and the date of re-hire and shall be given credit for the number of hours of annual leave for which they have made reimbursement.
- C. Employees re-hired into a Classified WAE Appointment or Job Appointment shall not be subject to re-payment of annual leave.

**XII. REPAYMENT OF ANNUAL LEAVE UPON REINSTATEMENT (SCS APPEAL)**

- A. Employee separated from employment and paid up to 300 hours of annual leave.
  1. An employee granted reinstatement by decision of the State Civil Service Commission or referee may, at his sole option, re-purchase all or part of the annual leave balance held at time of separation.
- B. Employee is not re-credited with any compensatory leave paid at time of separation.

### **XIII. PAYMENT OF COMPENSATORY LEAVE UPON SEPARATION OR TRANSFER**

- A. Balances of overtime compensatory leave hours earned at the time and one-half rate shall be paid upon the employees' transfer or separation from the business unit under which the leave was earned.
- B. In the absence of budgetary constraints, all balances of hour for hour (straight-time) compensatory leave credited while employed by the business unit from which the employee is separating, shall be paid upon the employees' transfer or separation from that business unit.

### **XIV. PAYMENT OF SICK LEAVE/NON-DISCIPLINARILY REMOVAL - SCS RULE 11.10.1**

- A. Employees dismissed from duty in accordance with State Civil Service Rule 12.6.(a)1 shall be paid the value of his/her accrued sick leave in a lump sum, based on his/her hourly rate at the time of separation.
- B. Exceptions to this rule include:
  - 1. Employees reemployed in a probational or permanent status in the classified state service without a break in service of one or more working days, shall have the sick leave balance transferred to the employing agency.
  - 2. Employees reemployed in the unclassified service without a break in service of one or more working days, may have the sick leave balance transferred to the employing agency, if applicable.

### **XV. DUAL/SECONDARY EMPLOYMENT OF NON-EXEMPT EMPLOYEES**

Full-time HCSD employees designated as "non-exempt" as defined by the Fair Labor Standards Act, who has a secondary part-time job with another state agency or another HCSD Business Unit, shall be advised upon employment that it is the position of HCSD to NOT PAY for overtime hours incurred as a result of part-time employment.

### **XVI. EXCEPTIONS**

Request for an exception to this policy will require submittal to Human Resources Administration and must include detailed justification and documentation for prior approval. Exceptions will require approval of the HCSD Chief Operations Officer.

**REQUEST TO WAIVE REDUCTION IN PAY UPON DEMOTION**

Office/Facility: \_\_\_\_\_

Employee Name: \_\_\_\_\_ EmplID: \_\_\_\_\_

Demotion Effective Date: \_\_\_\_\_ Current Hrly Salary: \_\_\_\_\_

**FROM** Job Title: \_\_\_\_\_ Pay Grade: \_\_\_\_\_

**TO** Job Title: \_\_\_\_\_ Pay Grade: \_\_\_\_\_

Current Salary is within pay range of job demoting into? \_\_\_\_\_

Note: Employee may not be paid less than pay range minimum of the new job or above the maximum of the pay range of the new job.

If not, hourly salary after demotion: \_\_\_\_\_

**THE APPROVAL OF THE EXCEPTION TO THE MANDATORY PAY REDUCTION IS NOT BEING GRANTED IN AN ARBITRARY OR FRAUDULENT MANNER DESIGNED TO ULTIMATELY INCREASE THE EMPLOYEES RATE OF PAY.**

APPROVED \_\_\_\_\_

DISAPPROVED \_\_\_\_\_

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Name and Job Title of Appointing Authority or Designee

Date

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Signature of Appointing Authority or Designee

Date

Comments: \_\_\_\_\_

**A COPY OF THIS FORM MUST BE FILED IN THE OFFICIAL EMPLOYEE RECORD**

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