

**LSU HEALTH CARE SERVICES DIVISION  
BATON ROUGE, LOUISIANA**

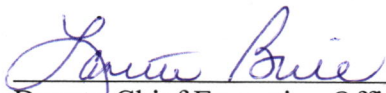
POLICY NUMBER: 4550-19

CATEGORY: Human Resources

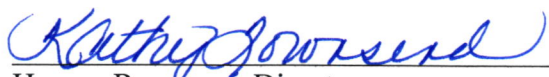
CONTENT: Annual Salary Adjustments for Unclassified Monthly Employees

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\_\_\_\_\_  
Deputy Chief Executive Officer  
LSU Health Care Services Division

1/11/19  
\_\_\_\_\_  
Date

  
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Human Resources Director  
LSU Health Care Services Division

01/09/19  
\_\_\_\_\_  
Date

**HCSO POLICY FOR ANNUAL SALARY ADJUSTMENTS FOR  
MONTHLY UNCLASSIFIED EMPLOYEES**

**I. Statement of Policy**

It is the policy of the LSU Health Care Services Division (HCSO) to grant annual salary adjustments to eligible Monthly Unclassified employees whose work performance has been rated as "Successful" or above on their last Performance Evaluation, if the budget for the HCSO is sufficient to fund such adjustments, and approved by the LSU President.

**II. Applicability**

This policy applies to all regular monthly, unclassified employees within the medical centers and headquarters office of the HCSO.

Regular monthly, unclassified employees are defined as those occupying a leave earning, health benefit eligible position.

This policy may also apply to non-regular monthly, unclassified employees as approved by the HCSO Deputy CEO.

**III. Implementation**

This policy and any subsequent revisions shall become effective upon approval date and signature of the HCSO Deputy CEO.

**IV. Eligibility**

- A. Eligibility date shall be established, as funding is available.
- B. Must have completed twelve (12) months of employment as a monthly, unclassified employee in HCSO as of effective date of salary adjustment.
- C. Must complete all required mandatory training.
- D. Must comply with the Performance Evaluation System (PES) requirements and complete timely PES planning and evaluation documents on all subordinate staff, if applicable. This also includes timely completion of responsibilities as a designated second level evaluator.
  - 1. If employee is supervisor of classified employees or designated second level evaluator for classified employees, please refer to HCSO Policy, No. 4533, Performance, Planning, and Review.

2. If employee is supervisor of unclassified employees, please refer to HCSD Policy No. 4561, Performance Evaluation System for Unclassified Employees.

**Note:** Non-compliance may result in disciplinary action up to and including dismissal.

#### **V. Procedures**

- A. Recommendation for salary adjustments will be determined by Hospital Administration for hospital employees and Department Director for Headquarters employees.
- B. Salary adjustment will normally be limited to 4%. Any adjustment higher than 4% requires prior approval of the HCSD Deputy CEO.
- C. Salary adjustment recommendations will be submitted to HCSD Human Resources for completion of PER and submittal to LSU System Office, when applicable.
- D. Upon approval of salary adjustments, Human Resources Administration will submit approved Personnel Action Form (PER) to the Hospital Human Resources Director as the authorization to enter action in the HR/PR System and to pay the employee.
- F. Monthly, Unclassified employees may receive only one (1) salary adjustment per fiscal year without prior approval of the HCSD Deputy CEO or designee.
- G. Pay adjustments of any type in excess of 15% in any one year requires approval of the HCSD Deputy CEO and Presidential Approval, when applicable.

#### **VI. Exceptions**

Exceptions to this policy require the prior approval of the HCSD Deputy CEO or designee and must comply with LSU PM-69.