



Office of Human Resource Management
Compensation

Academic & Professional Salary Adjustment Template

Pursuant to ***Permanent Memorandum 69: Delegation of Authority to Execute Personnel Actions*** issued by the LSU System on January 8, 2009, the information included in this document serves as a guide in the submission and compliance of Academic and Professional personnel paperwork related to **all** salary adjustments.

Effective Dates: Actions should be dated prospectively when possible, and should not to be retroactive. Extenuating circumstances warranting an exception may be considered and should be addressed within the Memorandum of Justification. Refer to the [Important Dates for Employment Processing](#) in determining a retroactive date as defined in PM 69.

Memorandum of Justification: **All salary adjustments** should be accompanied by a Memorandum of Justification, through the appropriate chain of command to the Office of Human Resource Management, that provides detailed information related to the action along with all supporting documentation/forms as listed below. The type of salary adjustment should be denoted in the subject line, i.e. promotion, reclassification or additional duties, market equity, retention, internal inequity, etc. This will ensure that HRM receives all necessary information to make an informed decision related to your request and recommend advanced approvals as necessary, as well as improve efficiency and expediency.

Salary Packages/Reorganizations: When considering multiple salary adjustments within a department or reorganizations, please contact Compensation to discuss prior to submission.

To review ***Permanent Memorandum 69: Delegation of Authority to Execute Personnel Actions***, [click here](#).

Promotion, Reclassification or Additional Duties- *increases shall be made only when a significant increase in job responsibilities is factually established. Pay should be set within the established salary structure (range) for the position and duties. *Please note that some Promotion/Reclassification/Additional Duties may require an internal advertisement or a request to waive advertising. See Policy Statement 1 for details.*

- Forms needed
 - o PAF2
 - o PAF 1 with updated job description
 - o Organizational Chart
 - o Memorandum of Justification addressing:
 - Significant new duties and the reason for acquisition of new duties
 - Why/how the incumbent was chosen for the additional duties
 - Department's proposal for addressing any internal inequities created



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Market Equity- *increases shall be made only to prevent or reduce turnover because of market and economic conditions that may affect retention of employees.*

- Forms needed
 - o PAF2
 - o Organizational Chart
 - o Memorandum of Justification addressing:
 - Incumbent's expertise, knowledge and skills that are critical to the institution's mission, which are difficult to recruit and/or has been documented as having a critical labor market shortage
 - Cite external market comparisons for this field of expertise, if available
 - Department's proposal for addressing any internal inequities created

Retention- *increases shall be given only when needed to retain a key employee who may be lost to another organization. Please contact Compensation to discuss when an offer is from another campus unit.*

- Forms needed
- o PAF2
 - o Organizational Chart
 - o Copy of offer letter
 - o Memorandum of Justification addressing:
 - Incumbent's expertise, performance and accomplishments that is critical to the institution's mission
 - Cite external market comparisons for this field of expertise, if available
 - Department's proposal for addressing any internal inequities created
 - *If proposing the adjustment as a preemptive retention effort or the written offer is not available, outline the known details of the offer/potential offer

Internal Equity- *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.*

- Forms needed
 - o PAF2
 - o Organizational Chart
 - o Memorandum of Justification addressing:
 - Comparison between job of the employee receiving the adjustment and the comparable positions on which the adjustment is based
 - Qualifications of the employee(s) receiving the adjustment and the comparable position(s)
 - History of difficulty in recruiting or retaining personnel, if applicable