

Extraordinary Qualifications/Credentials Policy

Policy Statement

In accordance with State Civil Service Rule 6.5(g), Extraordinary Qualifications/Credentials, Southeastern Louisiana University reserves the right to offer salaries above the minimum to applicants who possess extraordinary qualifications/credentials only when such action is necessary to recruit those persons to work for Southeastern Louisiana University. Southeastern Louisiana University will consider similar pay adjustments for current employees who possess the same or substantially similar qualifications.

Specific verification of the extraordinary qualifications/credentials possessed and evidence of how those extraordinary qualifications/credentials would be particularly beneficial to help fill the position is required.

Purpose of Policy

Civil Service Rule 6.5(g) provides the opportunity for agencies to hire above the normal minimum of the pay range when filling classified positions with applicants who possess extraordinary qualifications/credentials beyond the minimum qualifications. This rule may be helpful to attract qualified applicants who can effectively perform the duties.

Applicability

This policy shall apply to the Southeastern Louisiana University classified employees and prospective employees.

Implementation

This policy becomes effective upon the signature of the Appointing Authority and approval of State Civil Service. Subsequent revisions shall become effective on the date revisions are approved and signed by the Appointing Authority and approval of State Civil Service.

Posting

This policy shall be posted in one or more visible locations to assure that it is accessible to all employees. The Appointing Authority must assure that the posting and any subsequent revisions remain in place permanently or is replaced when appropriate.

Factors for Consideration

When determining and setting an appropriate salary upon hire, the following factors shall be taken into consideration:

- **Market Relativity:** A comparison of the new hire's pay relative to the midpoint or market rate for his/her position;

- **Internal Equity:** a criterion that takes into consideration the relationship of one employee’s salary to the salaries of other employees who have comparable levels of education and experience and perform similar duties and responsibilities, within a work unit, division or agency;
- **Work Experience/Education:** A new hire’s relevant work history and academic qualifications as related to the job;
- **Knowledge, Skills, and Abilities:** Special qualifications, competencies, and/or prerequisites needed to successfully perform the tasks required of a job;
- **Recruitment/Retention Issues:** Issues related to jobs that may warrant higher salaries because of difficulty in recruiting or retaining employees with qualifications or credentials that are highly sought after.

Pay ranges are divided into quartiles in order to aid in determining employee hiring rate placement within the prescribed salary range. There are four points in the range to consider:

- **Minimum:** Is the entry point for a grade and is appropriate for someone who is new to the position, when there is an abundant supply of talent, and low turnover;
- **First Quartile:** Is the progress point for a pay rage and is usually appropriate for someone who is experienced and performing all the duties of the position, or when there are challenges in the supply of talent, and some turnover;
- **Midpoint:** Is the advanced point (midpoint or market) and is usually appropriate for a seasoned employee who is performing competently in their job over many years, or when there is a limited supply of talent, and significant turnover;
- **3rd Quartile to Maximum:** Is the point up to the maximum for a grade that is usually appropriate for an employee with a level of experience and expected performance that will significantly exceed both the requirements of the job and the performance of most other employees. Hiring at this rate should be rare and factors such as a scarce supply of talent, and critical turnover should be considered.

Minimum	1 st Quartile	Midpoint	3 rd Quartile to Maximum
Meets minimum qualifications	Previous related experience	Subject Matter Expert	Hiring above the midpoint/market should be rare, but may be justified by the following:
No prior experience	Demonstrated ability to perform duties	Exhibits broad and deep knowledge of job and related areas	-Difficult to recruit applicants to the position
Requires additional training to build knowledge and skills	May require additional training to perform duties independently	Senior-level job expertise with no training required	-Highly qualified with industry leading expertise
			-Sought-after educational background or certifications

Employees hired at the first level of a career progression group should not typically be hired on 6.5(g) since the minimum qualifications for the majority of first level jobs require no experience. In order to justify a 6.5(g) payment an applicant must have extraordinary job-related qualifications, which would likely qualify the applicant for the cap of the career progression group.

Policy Procedure

1. Provisions of Rule 6.5(g) can be used for a candidate only upon probation or job appointment.
2. Pay can be set under Rule 6.5(g) above the minimum but not to exceed the midpoint of the pay range for the job.
 - a) The employee may be paid upon hiring or at any time within one year of the hire date.
 - b) If paid after the hiring date, the pay change must be prospective.
3. When a supervisor is interviewing an applicant that he/she believes has extraordinary qualifications/credentials, which should be considered in determining the hire rate, the supervisor should contact their assigned Human Resources Analyst. The extraordinary qualifications/credentials must be verified and documented as job related. The Human Resources Analyst will work with the Human Resources Director to determine the appropriate hire rate for the applicant.
4. If an applicant has verified extraordinary qualifications/credentials, the Human Resources Director after consulting with the budget unit head will determine a salary commensurate with the applicant's qualifications and provide written justification for the requested pay. Verified credential will include original college transcripts, copies of licenses, certificates, verified job related experience and Civil Service application forms not to exceed the midpoint of the range. Hire rates above the minimum must be approved by the Human Resources Office and the Vice President for Administration and Finance before being communicated to the applicant.
5. In requesting similar pay adjustments for current Southeastern employees occupying affected job titles and who possess the same or similar qualifications/credential, the President or his/her Designated Appointing Authority will verify those superior credentials in the same manner as for a candidate. The Availability of funding will be determined by the Vice President for Administration and Finance.
 - a) Upon approval by the President or his/her Delegated Appointing Authority, salaries of current employees who occupy positions in the affected jobs and possess the same or substantially similar qualifications may be adjusted up to but not to exceed the amount of the percent difference between the special hiring rate and the regular hiring rate. The same verification process used for the applicant is required, and formal documentation must be created and available for audit.
 - b) Such adjustments shall only be made on the same effective date that the higher rate is given to the newly hired employee.
6. If an employee with permanent status resigns and is then rehired into the same position or into the same job title or a job with a lower maximum at the same agency, the employee shall not be eligible for an increase under this rule unless there has been a break in service of at least 30 days.
7. If an employee with permanent status resigns and is then rehired into a job with a lower maximum at any other agency, the employee shall not be eligible for an increase under this rule unless there has been a break in service of at least 30 days.
8. Requests for exceptions to this rule must be approved by the State Civil Service Commission.

[End of Policy]